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DICTIONARY OF PRINTING TERMS

FIRST EDITION

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P84

DICTIONARY OF PRINTING TERMS

By R. T. PORTE

THE PRACTICAL COST SYSTEM
HOW TO FIGURE COSTS IN A PRINTING OFFICE
JOHN SMITH'S BOOKKEEPING
THE PRINTERS OF CHIAPOLIS
LETTERS TO A PRINTER'S "DEVIL"
ESTIMATING HINTS FOR PRINTING
ETC.

Compiler of
FRANKLIN PRINTING CATALOG

T.
Por.

FIRST EDITION

DICTIONARY OF PRINTING TERMS

and Compendium of Historical and Useful
Information Relating to the Graphic Arts

Compiled Under the Personal Supervision of
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FRANK PEARSON, Editor

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PREFACE

AFTER TWO years of work, the first edition of the DICTIONARY OF PRINTING TERMS, and Compendium of Historical and Useful Information Relating to the Graphic Arts, has been issued, and no one realizes better than I that only a start has been made.

When the idea of such a book was first presented, it was thought that a very small pamphlet would cover the field, but as work progressed it was found that something much more pretentious might be offered.

The first efforts were entirely discarded, although it meant doing away with many weeks of hard work, and other attempts were made, but none was very satisfactory.

Not until Mr. Frank Pearson took hold of the editorship of the work was I entirely satisfied. He at once seemed to grasp the idea, and applied himself to the task.

In his work he was helped by others, notably Mr. H. W. Pickering, who had already had dictionary compiling experience, and his many suggestions were helpful.

It must be understood that this first edition is not claimed to be absolutely correct, nor does it contain all the terms and information that might properly be printed in such a book.

Many volumes on printing, and all the leading general dictionaries and enclyclopedias, were consulted, yet it is possible that some things have escaped the editors; and perhaps some of the definitions are not as comprehensive as they should be.

In presenting the definitions or explanations of words and terms, only those pertaining to printing or the graphic arts in general are given, and if the word is used in other ways, the other meaning is not given. The intention has been to restrict the amount of reading matter and give in the smallest possible space all the vital information necessary.

This is only a start, and it is the intention to reissue this dictionary once in every two or three years, as new ideas and suggestions are developed.

Invitation is extended to students and others to present criticisms, suggestions and hints looking to the improvement of the dictionary in the future editions, as it is only possible to finally secure for the graphic arts a dictionary that is worth while by years of work and the help of many persons.

No attempt has been made to indicate pronunciation, or the derivation of a word, or its grammatical classification, but in the case of proper nouns the words are capitalized.

In deciding the proper spelling of many of the words, usage, rather than an attempt to dictate, has been the general rule. In the case of compound words, a departure has been made in many cases from the ideas of some authorities, but only after mature consideration and deliberation. Where changes have been made, it is in the interest of good typography rather than for any other reason.

In addition to mere technical words, a great deal of valuable historical and useful information has been presented. It was found at an early stage of the work that in order to give the proper background to a certain word or term, it was necessary to present something of its history or technical application, and it was then decided to enlarge the general scope of the work and include as many items as possible of interest and information, and thus make the volume of more general use.

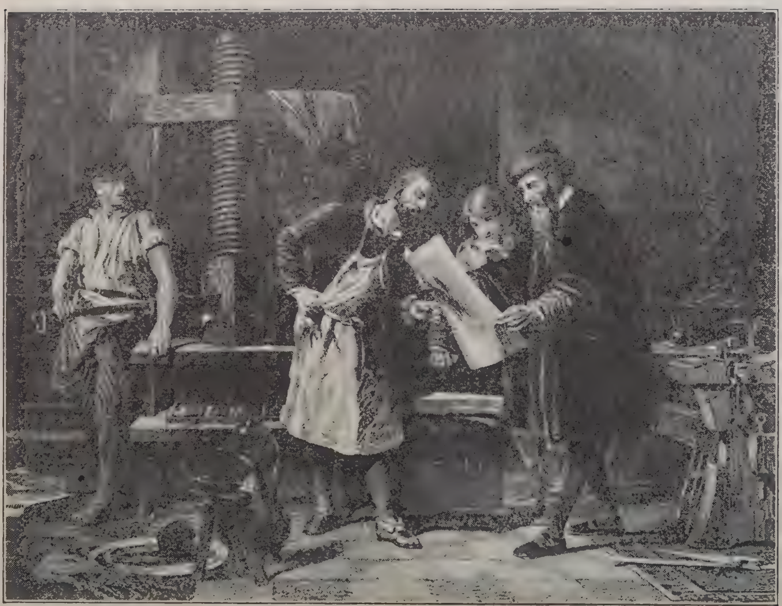
Particularly has it been in the minds of the editors that others besides printers, in the sense of craftsmen, could use the dictionary to advantage. Buyers of printing, advertising writers, printing salesmen, and many others, should find the book of service in familiarizing them with many things they ought to know pertaining to printing and the graphic arts in general. Perhaps for these the volume will hold the greatest interest, while to the "old time" printer will come the recollection of many terms he once used, but which are now somewhat rare or obsolete.

It is hoped that this explanation will set forth just what the publisher expected to accomplish in issuing the dictionary; and it is also hoped that those who have any suggestions to make, or corrections to offer, for future editions, will accept the invitation extended to present them.

The printing art, and all that pertains to it, commonly included in the term "graphic arts," is of wonderful interest and utility, and those who are devoting their lives to its advancement are constantly conscious of the fact that to no one person is it given to know even a slight portion of all there is to know regarding it. That something of its many features should be recorded in a book, simple, easy to understand, and yet comprehensive, has been the ambition of the writer and the editors. As to whether this has been satisfactorily done, even partially, remains to be seen; but at least a start has been made.

R. T. PORTE

January 1, 1924.



Invention of Printing—Gutenberg Taking the First Proof

DICTIONARY OF PRINTING TERMS

A 1. The first letter of the English and most of its kindred alphabets. In position, value and form it is the same as the Latin A, which corresponds to the Greek *Alpha*, and which in turn came from *Aleph*, the first letter of the old Phoenician and Hebrew alphabets. 2. A printer's designation for small fonts of letter, when used in connection with a figure, to indicate the number of A's and the proportionate number of other letters in a font, as 3-A, 5-A or 6-A fonts. 3. The front of the leaf in a book, when the leaves instead of the pages are numbered. 4. As a medieval Roman numeral the letter stands for 50 or 500.

Abbey Text — A distinctive, densely black Text letter designed by Will Bradley.

abbreviate — To reduce or make shorter, especially by contraction or omission, as words or phrases.

abbreviation — A letter or combination of letters standing for a word or phrase of which they are a part; as N. Y. for New York; c. o. d. for cash (or collect) on delivery; f. o. b. for freight on board.

abbreviature — A compendium; a condensed or abridged issue.

A B C—The first three letters of the alphabet; a term sometimes applied to the entire alphabet.

A. B. C.—Abbreviation for the name Audit Bureau of Circulation.

abecedarian—Alphabetic; the first four letters of the alphabet; a student or teacher of the alphabet.

abecedary—A book or table of the alphabet; a primer.

abridgment—A compendium or epitome; a reduced or shortened part of anything, as of a book.

absies—The name of the A B C books by quick pronunciation, applied by the London stationers or text-writers to these books before the invention of printing.

abstract—A digest, inventory, summary or epitome, as of a treatise or book, or of a case at law. See also PAPER BOOK.

accent—1. A mark or character used in printing or writing to indicate pronunciation, or to give prominence or emphasis to a syllable of a word or phrase. 2. In mathematics, a character used to indicate magnitude or to express value.

accented letter—Any letter which embraces accent marks.

acid-proof paper — Paper made to resist acid or its fumes by being subjected to special treatment.

Acme newspaper and job press—A press intended particularly to meet the requirements of country newspaper offices, invented by C. W. S. Montague. *Now obsolete.*

acrography — A method of making chalk tracery in relief on metal or stone, to obtain from it an electrotype or stereotype. See CHALK ENGRAVING.

Acta Diurna—The title of the daily manuscript newspaper or gazette established by the Romans before the Christian era, the term being equivalent in meaning to the daily news or acts.

acute accent—The character (′) used in printing and writing to indicate the pronunciation of some letters.

ad.—An abbreviated form of the word *advertisement,* used by printers and advertisers. See ADV., ADVERS., and ADVERTISEMENT.

Adams press — A printing press invented by Isaac Adams of Boston in 1830, the main characteristics being a flat bed and a platen instead of a cylinder. It was made in fifty-four different sizes and styles, and was a favorite for more than fifty years. *Now obsolete.*

ad. copy—Copy for an advertisement; also a combination of copy and layout. See LAYOUT.

add—A newspaper designation for additional matter to be used with matter already in type or sent to composing room. If more than one addition, it is designated "first add," "second add," etc., and a key-word or letter is usually given from main or subheading for identification.

addendum—In printing, matter added to a book, usually essential to its completeness, but shorter than a SUPPLEMENT. Generally used to designate material added to supply omissions of composition.

Addressograph—A machine for addressing mail matter, printing from letters embossed on a plate or stencil.

ad. man—1. A specialist in preparing advertisements for publication; an ad. writer; a publicity promoter. 2. A compositor who sets or makes up the advertisement pages on a newspaper.

admiration, note of—A term at one time applied to the EXCLAMATION POINT (!).

advance copies—Copies of a printed work sent out to reviewers or others prior to regular publication.

advance copy—A newspaper term applied to copy written in advance of the event it covers, and held for possible revision.

advance sheets — Unbound sheets of a book or article sent out in advance of publication for review, etc.

adv., advers. — Abbreviated forms of the word *advertisement,* used by printers and advertising men. See AD. and ADVERTISEMENT.

adversaria—Books or papers containing a miscellaneous collection of notes, remarks or selections, temporarily entered as they occur. Originally applied to the blank or adverse side of manuscripts which were frequently used on account of the scarcity of paper or vellum; a commonplace book.

advertise—To give public notice or announcement, especially by printed circular or newspaper.

advertisement—A public notice of any kind, especially a printed circular or a paid notice in a newspaper or magazine.

advertising envelope — See REVERSED FACE ENVELOPE.

advertising manager—One in charge of the advertising department of a newspaper or magazine; one who directs the publicity of any commercial or other enterprise.

ad. writer—One who writes advertisements; a copy writer.

affiche—A French word for a poster, placard, notice or handbill, especially one that is to be affixed to a wall.

affix—One or more letters or syllables added at the end of a word; a suffix.

against the grain—Opposite to or against the direction in which the fibers run in a sheet of paper.

agate—1. The name of a size of type, 5½ point in the American Point System, larger than *pearl* and smaller than *nonpareil.* 2. A tool used by bookbinders for burnishing the edges of books.

agendum—A program of the business to be done at a meeting; a memorandum book.

agony column—The column in a newspaper devoted to personal advertisements, especially to those referring to missing relatives or friends.

air brush—An atomizer for applying coloring matter in a fine spray, used for hand coloring show cards, signs, photographs, etc.

air-dried—A term applied to paper that has been dried rapidly, while in a continuous web, and after surface sizing has been applied, by passing over revolving fans which release superheated air.

air hole—A fault in any casting, as in a roller or linotype slug.

Albert note—A size of paper, 3⅞x6.

Albertype—A kind of collotype invented by Joseph Albert of Munich. See COLLOTYPE.

Albion press—A hand press possessing many improvements over those in use at the time of its invention, about 1815. *Now obsolete.*

albumen paper — Sensitized paper used by photographers.

Alden typesetting and distributing machine—A machine for setting and distributing type, invented by Timothy Alden of New York, and first patented in 1856. In the later modifications, the typesetter and distributor were two separate and distinct machines. *Now obsolete.*

Aldine—A style of Roman letter characterized by contrasting light and heavy strokes.

Aldine Editions — 1. Works printed or published by Aldus Manutius or his famous family of printers at Venice and Rome from 1494 to 1597. 2. Certain elegant editions of English works.

Alexander the Great, History of—The first book printed in Europe, according to some authorities, who claim that it was printed from blocks at Ravenna, Italy, in 1274, 1285 or 1286.

alexia—Inability, due to brain disease, to understand written or printed characters, although they can be seen; also, inability to read aloud, due to the same cause. Also called LETTER BLINDNESS.

algebraic signs — Letters, signs and symbols used in algebra, or in the printing of works pertaining to algebra.

alignment—The arrangement of type in a line so that the faces of two or more different sizes align or justify at the bottom.

alive—A printer's term applied to a form of type after it has been set and until it is *dead*, or ready to be distributed. See LIVE.

alkali-proof paper — Paper that has been treated to resist the action of alkali.

all-along—A book is sewed all-along when the thread is passed from one kettle-stitch to another, or from end to end in each sheet.

Allen's automatic envelope press—An American invention, one of the first machines to be successfully applied to the rapid printing of envelopes.

alley—The space between two type stands.

all-in—All the copy in; all proofs in the proof room; all forms in the pressroom; all sheets in the bindery, etc.

alliteration—Repetition of the same letter or sound in two or more consecutive words, as *Progressive printers produce profitable printing.*

almanac—A book or table containing a calendar of days, weeks and months, to which are usually added astronomical data and statistics of various kinds. The almanac of 1457 is held by many authorities to be the first specimen of printing from movable types, and this has been variously credited to many different early printers, such as Gutenberg, Schoeffer and Pfister of Bamberg.

alphabet—The letters or signs of a written language arranged in their proper order.

alterations—In printing, any change in wording or style from the original copy; changes from copy.

aluminotype — A duplicate printing plate of type matter or another plate, made in aluminum, and which, because of its hardness, is favored for long, hard runs of presswork.

aluminum leaf—A bright leaf often substituted for silver in lettering books.

American Point System—See POINT SYSTEM.

ampersand — The character &; corrupt form of *and per se and; &* by itself makes *and;* short *and.*

ana—1. A suffix to names of persons or places, designating a collection of memorable sayings. 2. A collection of facts or matters of information.

anaglyptograph—An instrument for the mechanical execution of an engraving from any embossed object, giving the appearance of relief (superseded by the photo-engraving processes).

anaglyptography—The art of engraving in relief so as to give the subject an embossed or raised effect, used in representing coins, bas-reliefs, etc.

anastatic printing—A process or method of obtaining facsimile impressions of any printed design or engraving by transferring it to a plate of zinc, which, on being subjected to the action of an acid, is etched or eaten away, with the exception of the parts covered with ink. These parts are left in relief and can readily be printed from.

anchor—To fasten a plate to a block by means of drilling holes and filling with solder, when there is no margin on the surface to permit of the use of nails or brads.

angel — A non-professional backer of any enterprise; in printer's parlance, usually a friend or relative who renders financial assistance in time of stress.

Anglo-Saxon alphabet—The alphabet used in England from 596 to the middle of the seventeenth century. It consisted of twenty-three letters proper, there being no j, q or v. Called also SAXON and OLD ENGLISH alphabet.

animal size—A substance containing glue or gelatin made from hides or hoofs, and used to size the higher grades of writing papers.

animal sized—Paper that has passed through a solution of animal size, to enhance the quality of the sheet, after it leaves the dryers of a paper machine.

announcement—1. An advertisement, notice, message, etc., for either social or business purposes, and usually engraved or printed. 2. The paper stock, consisting of envelopes and cards or notes, upon which announcements are printed or engraved.

antimony—An element usually classed as a metal, and used as an alloy in type metal to impart hardness and the properties of expansion or solidification.

antiquarian—A size of paper, 31x53.

antiquarii—A name applied to the monkish scribes who copied or wrote books before the invention of printing, especially those who transcribed ancient books. LIBRARII denoted those who transcribed both old and new books.

antique binding—A style of binding, tooled blind, with thick beveled gilt-edged boards.

antique finish—A term applied to paper that has not been calendered. It is practically unfinished, and possesses a rough, soft, uneven surface, technically known as a "low finish." Sometimes called EGG SHELL.

antique type—A heavy roman type whose chief characteristic is a practical uniformity in the thickness of each portion of every letter.

antonym—A counterterm, or word of opposite meaning.

anvil-beater—In printer's parlance, a lock-up man who beats the form to excess when planing it down.

A. P.—1. A printer's abbreviation for *author's proof*. 2. In newspaper parlance, an abbreviation of the *Associated Press.*

aperture envelope — See WINDOW ENVELOPE.

apocope — The omission or leaving off of the last letter or syllable of a word; as lip. for lippa.

apograph—A copy or transcript, usually applied to ancient manuscript copies of books.

apostrophe—The point (') used: 1. To indicate the omission of one or more letters or figures, as *don't* for *do not, '92* for *1892;* 2. To denote the possessive case, as *Franklin's* inventions; 3. To make the plural of letters and figures when they are used as nouns, as four *t's,* three *6's;* 4. To mark the close of a quotation, two (") being used commonly, while but one (') is used when the quotation is included within another. See INVERTED COMMA.

appearance — In paper-making, the appeal to the senses made by a sheet of paper, with reference to its color, brilliancy or lack of it, crackle, etc.

appendix—In printing, matter added to a book which is not necessarily essential to its completeness, as a body of notes or a table of statistics. Distinguished from *addendum* and *supplement;* in the latter both imply that the added matter is needed to correct inaccuracies or supply deficiencies.

apprentice—1. One who has not completed the required term or course of instruction in a printing plant necessary to become a journeyman, under trade organization rules. 2. One who works under an agreement to serve an employer with or without pay, for a stipulated time, with the privilege of learning a trade, art or business.

apron—The endless belt or lower cloth on a ruling machine used to carry the sheets forward to the lay-boy. Also called TRAVELING APRON.

aquarelle—A drawing made in water colors.

aquatint—A process of etching on copper or steel plates by means of nitric acid, producing an effect resembling a fine drawing in water colors, sepia or India ink. Now supplanted commercially by lithography. Sometimes called AQUATINTA.

arabesque—A style of ornamentation in relief, often consisting of fanciful human or animal figures combined with floral forms. It is founded on the decorative art of the Greeks, Romans, Moors and Arabs, but in the case of the latter two the designs lacked the animal figures. The name is sometimes inappropriately applied to embossed designs on book covers.

Arabic numerals—The ten figures 1, 2, 3, 4, 5, 6, 7, 8, 9, 0. They were derived by the Europeans from the Arabs, and by them from Hindostan.

arbitrary signs — Characters or types used in printing and writing as emblems or symbols to represent objects, quantities, values, phrases, etc., as ($) for dollar, (%) for per cent., (@) for at or to, (*c*) for cent or cents, etc.

Areopagitica—1. The title of the celebrated SPEECH FOR THE LIBERTY OF UNLICENSED PRINTING, made by John Milton in 1644, the first earnest protest made against the different forms of censorship established over the productions of the press soon after the invention of printing. 2. Any plea for the liberty of the press.

Argenteus Codex—A curious ancient manuscript containing the four Gospels in the Moeso-Gothic language, and believed to be a relic of the Gothic Bible that dates back to about 360, A. D., and which is now preserved in the library at Upsala, Sweden. It has given rise to much controversy among authorities on the history of printing, because it is claimed by some, and denied by others, that the letters it contains were not written, but were stamped or printed with hot metal types in the same manner that bookbinders letter the backs of books in the present day. It is also called the SILVER BOOK, because the letters are all in silver, with the exception of the initials, which are in gold.

Argus—Son of Zeus and Niobe; he had a hundred eyes, some of which were always open; hence a vigilant, watchful newspaper.

arithmetical figures — A name generally applied by printers, and in works on printing, to the Arabic Numerals, 1, 2, 3, 4, 5, 6, 7, 8, 9, 0.

army press—A name given to a small portable cylinder press, first used in army camps during the civil war, hence the name. It was extensively used for printing newspapers in mining camps and frontier towns. *Now obsolete.*

around the band—In bookbinding, signifies that the thread is carried around the band space in the section fold.

art canvas—A covering material for books. See BUCKRAM.

artist's proof—One of the first proofs taken of an engraved plate, and therefore the best; a proof impression.

artotype——A kind of collotype; a photo-mechanical print made from a hardened gelatin film. See COLLOTYPE.

art paper—A fancy figured paper used by bookbinders for the end sheets and fly leaves in books.

art preservative of all arts—A term universally applied to the art of printing.

ascender—That part of the type character which projects to the upper shoulder of the type body, as in *b, d, f, h* and *l*.

ascending letters — Letters that ascend to the upper shoulder of the type body, as b, d, *f, h, l, &* and all capitals.

ash content—The mineral residue in paper, ascertained by burning a sheet and then weighing the ash, after all combustible matter has been consumed.

Associated Press—An organization of daily newspapers, formed in New York in 1850, for the procuring and distribution of news.

asterisk—1. The character (*) used in printing and writing as a reference to a note or passage in the margin, to indicate the omission of letters or words, to mark a word or phrase as having special significance, etc. Also called STAR. 2. Formerly a sign used by printers at the bottom of the front page of the duplicate leaves printed to supply the deficiency caused by those canceled.

asterism—A mark used in printing to direct attention to a particular passage, represented by three asterisks arranged in the manner of an inverted pyramid.

astonisher — The character (!), or exclamation point; scare point.

atlas—1. A volume containing a collection of maps or plates; a large, square folio, as a volume of maps. 2. A size of paper, 26x33 in writing and 26x34 in drawing.

a. t. s.—In paper-making, an abbreviation of the term *animal tub size,* and used to denote that the paper has passed through a solution of animal size before going to the cutter.

author—One who writes or composes a story or book.

author's alterations — All changes and alterations from original copy made by author after type has been set, or when proof is submitted.

author's proof — The clean proof sent to an author after the compositor's errors are corrected.

authotype—A type or block containing the facsimile of a signature or autograph.

autograph—Anything written by one's own hand; an original manuscript, as distinguished from a copy; one's own signature or handwriting.

autography—1. In lithography, a process by which a writing or drawing is transferred from paper to stone or zinc. 2. The science of autographs, or the collection of autographs.

automatic-fed—A term applied to a printing press or ruling machine into which the sheets are fed by machinery, as distinguished from a press or machine fed by hand.

automatic feeder—A contrivance for supplying sheets of paper, at regular intervals, to a printing press or ruling machine.

autonym—A book or work written under the author's real name; one's real name, as opposed to *pseudonym.*

autoplate—A stereotyping machine that casts and finishes curved plates automatically.

autotype—A facsimile. In Germany the term is applied to halftone photo-engravings.

autotypography — A process similar to that of nature printing for producing a metal plate from drawings executed on gelatin, and from which printing is done as from a copper plate. See (NATURE PRINTING.

auxiliary book—A book containing supplementary or explanatory details which have no place in the original book.

auxiliary print — Sheets of paper containing printed newspaper matter on one side, the other side being left blank to be filled in with local matter, and furnished to newspapers, especially country weeklies, by large publishers who make a regular business of supplying such service. Same as READY PRINT.

Avil—An Old Style Roman letter of graceful design.

azure—1. A term in paper-making often used to include the class of laids and woves without regard to their color. 2. A color of paper, resembling the clear blue of the sky.

B

B—1. The second letter of the English, Latin and kindred alphabets. In position, value and form it corresponds to the Greek *Beta* and the Phoenician and Hebrew *Beth*. 2. The back of a book leaf, hence the verso or left-hand page. 3. As a medieval Roman numeral the letter stands for 300.

back—In presswork, printing the second side of a sheet. Same as BACKING.

backbone—The back edge, or bound edge, of a book.

back-boxes—The boxes in the upper type case not used for either capitals, small capitals or figures.

backfall — In paper-making, the sloping surface down which the pulp passes in a beating machine on leaving the knives.

backing — 1. In presswork, printing the second side of a sheet. 2. In bookbinding, shaping a book, either by hand or machine, to make it appear concave on the front and convex on the back, and the making of a ridge or joint against which to fit the cover boards. The same as ROUNDING AND BACKING. 3. In electrotyping, filling in the back of the plate with metal.

backing-boards — Boards made of very hard wood, or faced with iron, used in bookbinding for backing or forming the joint of a book.

backing-hammer—A broad, flat-faced hammer, used by bookbinders for backing and rounding books.

back page—The verso or left-hand page of a book or folded sheet of paper. Sometimes called B.

bad copy—Manuscript, or any matter to be put in type, which is difficult to decipher.

badge—In printing, a ribbon, of silk, or similar material, on which is printed some word or words, design or sign, and used as a mark by which to distinguish the wearer.

bag cap—A size of paper, 19½x24.

bag work—A term sometimes applied to the printing of flour and seed bags.

baker's dozen—Thirteen, or one more than the regular dozen, given in order to provide against penalties that might be imposed for shortage or short weight. At one time books were sold in like manner, the bookseller who risked sales receiving thirteen whenever he ordered a dozen.

balance — The result of an arrangement and design of matter in a type page or other printed form so that it conforms to the best rules in typography and produces an effect harmonious and pleasing to the eye and appropriate to its purpose.

bale—The iron band on the tympan of a printnig press, used for holding down the tympan sheets.

ball—A circular piece of canvas, leather or pelt covered with composition, stuffed with hair or wool and fastened to a handle called a ballstock, and which was used for inking type forms before the invention of rollers. Generally two balls were used simultaneously. Called also INK BALL, INKING BALL, PELTBALL and INK PELT.

ballstock—The handle for the ball formerly used in inking forms.

balsam of copaiva—A substance sometimes used as a varnish for printing ink; also called BALSAM OF COPAIBA.

band—An ornamental strip. such as a border or a tint between rules.

band-driver—A bookbinder's tool used in forwarding to correct irregularities in the bands of flexible books.

band nippers — Flat-nosed pliers used by bookbinders.

bands—The cords or strips whereon the sheets or signatures of a book are sewed; the ridges on the backbone of a book; generally called RAISED BANDS or HUBS.

bank—1. A table, bench or shelf in a composing room, used to hold type matter on galleys. 2. A table, usually about four feet high, on which to lay paper either before or after printing.

bank note printing — The printing of the notes or currency issued by a bank.

banner—A headline running the full width of a newspaper page.

bar—1. The part of a hand press which, in connection with the handle, acts as a lever for bringing down the platen and effecting the impression required. 2. A connecting piece across the center of a book chase to prevent spreading under strain or unusual pressure.

Barber-dried—Paper dried by means of the Barber driers. By this method the moist paper in the web, after tub sizing, is passed over rolls and dried by hot air.

baronial envelope—A style of envelope, more nearly square than the regular commercial sizes, used for personal and social correspondence purposes and for business announcements.

basis of weight—As applied to paper, the weight of a sheet of paper in terms of its weight in a full ream in the size represented by its class.

basket cloth—A cloth with a fancy weave resembling wicker work, used by bookbinders.

bas-relief printing—See EMBOSSED PRINTING.

bastard—A size of paper, 16x20, the same as *copy*.

bastard title—A short or condensed title preceding the general title of a work; a subtitle; a half title.

bastard type—1. Type with a face larger or smaller than its appropriate body, as brevier on minion body, or minion on brevier body. 2. Type which does not conform to the standard point system.

bath note—A folded writing paper, 8½x14 inches in size.

bat printing — Printing on glazed ware by means of transferring the impression from the engraving to the ware on a thin slab of gelatin.

batter—An injury to the face of a plate or type, rendering it imperfect.

batwing skiver—The thinnest skiver produced, made from the flesh side of sheepskins, used for linings and titles on law books, etc. See SKIVER.

B. B.—1. A printer's term for black border, especially when used for mourning purposes, as in note papers, envelopes and cards. 2. An editor's instructions to boil to the bone, to cut it down to the bare essentials, etc.

bead—In bookbinding, the little roll formed by the knot of the headband of a book.

beam—That part of a ruling machine which holds the pen clamps.

beard—That part of a type character between the shoulder and the face; also called the NECK.

bearer—A term used in both composition and presswork for various devices which serve the general end of protecting the type in a form. It is applied to pieces of metal or wood furniture, type-high, placed at either side of a platen press, or within the ends of a chase, to bear off the impression from a blank or exposed place in the form, and to carry the rollers evenly over the type; and also to part of the steel frame-work in the bed of a cylinder press, used to accomplish the same purpose; also to designate type, or type-high material, placed around, or interspersed among the blank spaces of, a page or form composed for electrotyping or stereotyping, in which case the bearers protect the type and support the plate when it is being shaved. The bearers are removed from the plate before it is finished.

bearer-lines—The lines at the top and bottom of a page or form prepared for electrotyping or stereotyping, and used to protect the type. Like the bearers, they are removed from the plate before it is finished. See BEARER.

beat—1. To take a proof with a mallet and cloth-covered planer. 2. To ink a form with balls, the method employed before the invention of rollers. 3. In engraving, to remove a mark, word or imperfection by beating the back of the plate. 4. (*a*) The act of securing and publishing a piece of news by a newspaper before its competitors; (*b*) the term applied to the news so secured; also called SCOOP. 5. In paper-making, one of the first operations in preparing the pulp for paper, consisting of its reduction in a beating engine.

beaten proof—A proof made by inking the form with a hand roller while the form is on the stone, then placing a sheet of paper over the form and lightly tapping with a mallet a planer as it is passed over the paper. Called also STONE PROOF.

beater — In paper-making, a tank, including its equipment, through which is circulated the paper-making stock to reduce its fibers to a condition suitable for running over the paper machine.

beating brush—A brush used by stereotypers for beating the molding material down into the type form.

Becker—A style of Text letter being a rounded modification of Abbey Text.

bed—1. The flat metal part of a printing press on which the form is laid. 2. The ledge or platform at the bottom of the frame of a printing press. 3. A water solution of gum tragacanth used by bookbinders as a couch in marbling the edges of books.

bed and platen presses or printing machines—A general name applied to printing presses which have flat beds and flat platens, as distinguished from presses on which the impression is made by cylinders, etc.

bedpiece—In bank note engraving, a flat, hardened, hand-engraved steel die or plate from which the printing plates are made by transference.

begin even—To start a take of copy flush or without indentation. See MAKE EVEN.

belly—The bulge or forcing up in the center of a form of type when locked up, caused by lines or material that binds at the sides or ends.

Ben Day process—A process involving the use of a machine invented by Benjamin Day, by which screen designs are transferred to a plate or engraver's negative. It permits a great variety of patterns and shading of colors and tints.

benzine—A volatile inflammable liquid, derived from petroleum, and extensively used in printing offices and binderies as a cleansing agent. It is particularly effective in removing colored ink and in cleaning type.

beveled boards — In bookbinding, very heavy boards chamfered around the edges.

beveled furniture — Wood furniture beveled to form a taper at one end, used for locking up forms at an angle in the chase for the purpose of giving better ink distribution, and to prevent the cutting of rollers.

beveled rule—Rule with the face all on one side of the body, the other side being beveled or tapered to the shoulder.

bevels—Slugs cast nearly type-high, with a beveled edge, and used by electrotypers and stereotypers to form the flange on the side of plates.

Bewick Roman—The name of a style of type of condensed pattern.

Bible—1. The book containing the writings accepted by Christians as inspired by God and of divine origin and authority; the Scriptures of the Old and New Testaments. 2. A copy or an edition containing the Scriptures. 3. The first book positively known to have been printed from movable types.

Bible of the Poor—See BIBLIA PAUPERUM.

Bible paper—A thin, opaque book paper, possessing strength and durability, and suitable for Bibles, encyclopedias, catalogs, etc., where reduction in bulk is desirable.

Bible Text—A name given to *great primer*, or 18-point type, because it was formerly used extensively in the printing of the Bible.

Biblia Pauperum—(Bible of the Poor.) A name given to some of the first books printed by block book printing, common during the middle ages, and consisting of rude pictures of Biblical subjects and short explanatory texts, and used by the poor as a substitute for the Bible. One, a celebrated work executed between 1410 and 1420, has been attributed to Laurens Koster, of Haarlem, Holland, the principal contestant against Gutenberg for the honor of being the inventor of printing by means of movable types.

Biblical allusion to printing—The Bible furnishes the following striking allusion to printing:

"Oh that my words were now written! Oh that they were printed in a book! That they were graven with an iron pen and lead in the rock forever."
—*Job, xix,* 23-24.

bibliographer — One who writes or is versed in books.

bibliography — 1. The history or description of books and manuscripts, with accounts of their authors, editions, dates of publication and such other information as tends to the illustration of the history of literature. 2. A list of the books pertaining to some particular subject or author.

biblioklept—One who has a mania for stealing books.

bibliology——A treatise upon books, with particular reference to the literature and doctrines of the Bible.

bibliomania—A mania for books, especially for the possession of rare and curious volumes.

bibliopegic — Pertaining to the binding of books.

bibliopegist—A bookbinder.

bibliopegy—The art of binding books.

bibliophile—A lover of books.

bibliopole — A bookseller, especially one who deals in rare and curious books.

bibliotheca — 1. A library; sometimes used as a title of a book to signify catalog, as the *Bibliotheca Scoto-Celtica* for catalog of Gaelic books. 2. The Bible. *Now obsolete.*

bid—In printing, an offer or proposal to do certain work for a stated price. For the distinction between *bid* and *estimate.* See ESTIMATE.

bienvenue—A term formerly used in England to designate the fee paid on admittance into a printing office chapel.

bifoliate—To page a book in folio-page style, as 1-1, 2-2, 3-3, etc. See FOLIO PAGE.

bill — 1. In England, type founders call 3,000 lowercase M's a bill, and proportion all other sorts by them, so that a *bill of pica,* including accents and Italics, weighs 800 pounds. 2. A printed or written paper to advertise something, and to be posted up or distributed, as a poster, dodger or handbill. 3. A printed leaflet containing a menace, slander or lampoon. 4. A form or draft of a law presented to a legislature for enactment; hence a proposed or projected law. 5. An edict or bull of the Pope. 6. A treasury note, silver certificate or bank note. 7. A statement of indebtedness for merchandise or service.

billboard—A flat surface on which bills or posters may be tacked or pasted; a bulletin board.

billet—1. A note or short letter. 2. A pass or written ticket. 3. A bill of fare.

billet note—A size of paper, 6x8.

bill head—A sheet of paper, usually ruled, and printed with a business card and address at the top, used for making out bills, accounts or charges. They are made in four standard sizes: 2's, 8½x 14; 3's, 8½x9 1-3; 4's, 8½x 7, and 6's, 8½x4 2-3. The numerals indicate one-half the number of heads cut from a sheet of double cap size paper.

bill heading—A bill head.

bill head paper—Paper ruled for the various sizes of bill heads, usually from double-cap and on a ruling machine, but ruling produced by letterpress or lithography is also used extensively.

bill of fare—A printed list, usually with prices, of the items or dishes served in a restaurant or at a meal; a menu.

bill of pica—See BILL.

bill of type — See FONT SCHEME.

billposter—One who pastes handbills or posters in public places; a billsticker. See SNIPER.

billsticker — See BILLPOSTER.

bind—1. To stitch, sew or fasten together and enclose in a cover, as to bind a book or a pamphlet. 2. The effect produced in a form of type when furniture is put carelessly together, so that the pressure of the quoin is exerted on the furniture instead of on the type, thus preventing a square, even lock-up in the chase; also a term used to designate the condition when a measure is made up so imperfectly that the appropriate rule, slug or lead is longer than the accompanying matter.

binder—1. One who binds books. 2. A cover or other device for holding together loose leaves, papers, pamphlets, etc.

binder's board — A tough, hard, smooth fibre board used by bookbinders for the sides of books.

binder's cloth—A woven material, pressed and embossed in many finishes, and made in numerous colors, shades and designs; the most extensively used of any material for the binding of books.

binder's title—The title printed or stamped on the outside of the cover of a book.

bindery—A place where books are bound; a bookbindery.

binding—The cover or fastenings of a book.

binding post — One of the posts or rods, either solid or in sections, which hold the sheets in place in a lose leaf binder.

binding space—The gutter or space left between pages for the binding of a book; the margin left on loose leaves to permit of their being used while in a binder.

birth announcement — A combination set for announcing the birth of a baby, consisting of a small card to bear the name and date of arrival of the baby, a larger card for the names of the parents, and an envelope to contain the two. All may be either plain white, or white delicately bordered in (usually) pink for a girl and blue for a boy. The small card is tied to the larger one by either a white, or a pink or blue ribbon. Frequently a birth is announced on a single card instead of on the combination form. Called also STORK ANNOUNCEMENT.

bite—1. In printing, a blank space on the edge or corner of a printed form caused by something intervening between the type and paper, as by overlapping of the frisket. 2. In engraving, the corrosion of the metal by means of acid. 3. That quality in paper which causes it to readily take ink, pencil marking or printing impression; sometimes called TOOTH.

black—1. An unintended mark made upon a printed sheet by a raised lead, space, or piece of furniture, in printing. 2.

A kind of ink made from grape residue and used in copperplate printing. 3. A name sometimes given to BLACK LETTER or OLD ENGLISH type.

black and white—A print or drawing in black and white.

blackball—In engraving, a composition for taking impressions of engraved work.

black book—Any one of various books so called from the style of their type, the color of their binding, or the nature of their contents.

black character—See BLACK LETTER.

black-faced—See BOLD-FACED.

Black Letter—A name frequently applied in the United States to any bold or heavy-faced type, but properly, a style of letter whose chief characteristic is a black face and angular outlines, as GOTHIC in England, the German types of the present day, and any of the TEXT or OLD ENGLISH faces in the United States.

black pigment—A lampblack obtained from coal tar, used for making printers' ink.

black wrapping paper — A black paper rendered impervious to light, used for wrapping sensitized photographic papers, etc.

Blaew press—A hand operated printing press invented in 1620 by William Jansen Blaew of Amsterdam, Holland, being the first improvement over the Old Wine Press of Gutenberg and his successors. Its superiority was of so marked a character that it stood alone for more than a century and a half, and no attempt at improvement or advancement was made. The capacity of the Blaew press, with two operators, was about 150 impressions per hour.

Blair—The name of a neat, light Gothic type, made in imitation of a letter used by copperplate engravers.

blank—1. A paper, especially a document or legal instrument, with spaces left to be filled with names, dates, descriptions or other desired or appropriate matter. 2. A kind of inexpensive white cardboard.

blank book—A book, usually of ruled paper and printed headings, used for accounts, records, memoranda, etc.

blank book paper—Any paper that is particularly adapted for blank book work, such as ledgers, bonds and the better grades of writings.

blanket—1. A piece of woolen cloth, felt or rubber fixed in the tympans of printing presses to intervene between the type and the platen, used to soften the impression. 2. The upper cloth or endless belt on a ruling machine, used to carry the sheets through the machine. 3. An endless belt of felt or wire-cloth upon which the pulp is laid in paper-making.

blanket ballot — A ballot containing the names of all candidates to be voted upon.

blanket sheet—A newspaper of large dimensions, usually ten or twelve columns wide and of four pages.

blanking — In bookbinding, the stamping of book covers without colors or gold. Also called BLINDING.

blanking out — Inserting leads, reglets, etc., in titles of jobs so as to open or extend the matter.

blanking pages—Setting material in the space occupied by blank pages in a book to the exact size of the printed pages, so as to insure good register and to avoid trouble in the arrangement of the furniture in the chase.

blank line—A line filled with quadrats, leads or reglets.

blank tables—Tables in which only the headings are printed, the space in the columns which are to be filled in being left blank.

bleach boilers—Large revolving containers in which the chopped rags used in paper-making are boiled in a solution of lime and soda to loosen all the dirt, coloring and glutinous matter.

bleaching—In paper-making, the process of whitening the fibrous material for paper, and removing coloring matter, impurities, etc.

bleed—To cut or trim into the printed matter of books or printed sheets.

blinding—See BLANKING.

blind ink—A writing ink that causes the paper to swell, thus producing raised characters which can be read by the sense of touch.

blind P—The reversed letter P used to denote a new paragraph.

blind perforating—Perforating, by means of a perforating rule or similar device, on a printing press without rollers.

blind printing—Impressing a design on a sheet without ink or color; printing in blank.

blind, printing for the—A style of printing in raised characters by means of which the blind may read by the sense of touch.

blind tooled — See BLIND TOOLING.

blind tooling—Impressing a pattern on book covers, by means of heated tools, without gilding or coloring.

block — 1. To print with a solid shading at the bottom or sides, as a second impression in a different color and in a projecting position. 2. In bookbinding, to emboss or letter book covers with a block or frame containing the entire device, and at one operation, as distinguished from hand-stamping. 3. A large stamp used by bookbinders. 4. A type-high piece of wood or metal, either with or without a design, from which an impression can be made. 5. To secure a plate in its proper position for printing. 6. A piece of wood or metal on which a stereotype, electrotype or other plate is mounted to make it type-high. See PATENT BLOCKS. 7. A piece of the hard wood used by engravers. 8. The core of a roller on a lithographing press. 9. In photography, to paint over a part of a negative to prevent or modify its printing.

block books—Books printed from engraved wooden plates or blocks, containing both text and illustrations, as distinguished from those printed from movable types.

block colors—Colors laid on as is done in block printing.

blocked up—A term applied to a letter or font of type when the whole of it is set, or tied up in standing forms, and when it is not available for present use.

blocking press—A press used in bookbinding for stamping designs and titles on the covers of books.

block letters—Large, heavy type, usually of wood, used in printing.

block out — To obliterate printed matter by overprinting with an opaque ink.

block printing—1. The art or process of printing from engraved wooden blocks by laying paper, vellum or any like material on the inked surface of the block and rubbing with a brush or other instrument to produce an impression. It was the method of printing common in Europe before the invention of movable types. 2. A method of printing cotton cloth and paper hangings, by pressing upon them engraved blocks covered with coloring matter.

blotter—1. A sheet of paper, made without size and having absorbent qualities, used to blot or absorb superflous ink on anything written, and extensively employed for advertising purposes by business firms. 2. A book in which transactions or occurrences are entered as they take place, as a record of accounts, services, arrests, etc.

blotting book — A book, the leaves of which are made of blotting paper.

blotting paper—See BLOTTER.

blowhole—See AIR HOLE.

blow the case—To blow the dust and dirt from type cases by means of bellows.

bluebook — 1. The United States official "Biennial Register." 2. A roster or directory of persons of social prominence. 3. In England, a parliamentary publication, so called from its blue cover.

blue paper—See BLUE PRINT PAPER.

blue pencil—To edit, reduce or cut out, as when an editor marks copy and eliminates all the non-essentials.

blue print—See CYANOTYPE.

blue print paper—A sensitized paper used for making blue prints.

board cover—A style of cover used for certain classes of books, such as school books and others where an inexpensive yet durable binding is necessary. In this binding, paper instead of cloth is pasted over the boards, or other material used to give stiffness to the cover.

board rack—A stand or rack in a composing room, to contain forms of type or standing matter.

boards—1. Thick, stiff sheets composed of layers of paper pasted together, or of paper pulp; fibre or pasteboard. 2. The stiff foundation pieces for the sides of a book cover, usually of pasteboard but sometimes of wood or fibre.

bock—A kind of leather made from sheepskin, and much used by bookbinders as a cheap substitute for Morocco.

bock Morroco—See BOCK.

bodkin — 1. A steel-pointed awl-like tool of various sizes and shapes, used by printers to pick wrong or imperfect letters out of a type form, and to push down spaces in making corrections. 2. A pointed tool used by bookbinders to form the holes in the boards required to lace in the bands of books; used also for tracing the lines for cutting the fore edge. Also called a STABBING AWL.

Bodoni—A style of letter of Roman face, named after its designer, Giambattista Bodoni of Italy. The text of this volume is Bodoni.

body—1. That part of a type between the face and the feet, sometimes called the SHANK, and the depth of which indicates the size. 2. A term applied to the sizes of type, as nonpareil body, pica body, etc. 3. The important or main part of a journal or document, as distinguished from the title, preamble, appendix, etc.

body mark—See STEM.

body matter—Printing matter in straight paragraph form and set in body type.

body type—Plain face type, 14-point or smaller, used for the body matter in a page or type form, as distinguished from *job* or *display* type.

bogus—See FILLER 1.

bogus bristol — An inferior grade of cardboard of light weight, made from old newspapers. See BRISTOL BOARDS.

bogus manila—A cheap grade of mixed wrapping paper, inferior to the pure manila.

boilerplate—See PLATE MATTER.

bold—Anything in printing that stands out conspicuously. Type having a black or heavy face is called bold.

bold-faced—Type having a conspicuous, black, heavy face, in contrast to *light-faced* letters; black-faced.

Bold Pastel—A style of type of Gothic face, intended for decorative printing.

bole—A preparation used by bookbinders for gilding the edges of books.

bolt— 1. The uncut ends or fore edges of a bound book; the closed ends or signatures of untrimmed books. 2. The small bar with a screw used to secure the knife to a bookbinder's plow. 3. To fasten leaves or pamphlets together with bolts. See BOLT BOUND.

bolt bound — Anything, such as leaves or pamphlets, fastened or bound together by means of bolts.

bond—A general name given to a kind of paper of hard, tough texture, the better grades being made from linen or rags. It is extensively used for stationery and business forms.

bone folder—A piece of flat, smooth bone with rounded ends used by bookbinders and printers to fold sheets.

book—1. In its more general sense, a treatise of any length and form; a written or printed narrative, record or representation designed to perpetuate information or literary art; commonly, many sheets containing continuous writing or printing, folded and bound together into a volume. In a more limited signification, a collection of sheets of paper, parchment or similar material, or of tablets of wood, ivory or metal, blank, written or printed, and strung or bound together. 2. A volume in which records or accounts are kept.

bookbinder—One who binds books; a bibliopegist.

bookbindery — A shop or place where books are bound; a bindery.

bookbinding—The art or process of fastening together the sheets of paper composing a book, and of enclosing them in cases of pasteboard covered with leather, cloth or other material, the object being the preservation of the book in convenient form, and its protection from injury while in use; the trade of binding books; bibliopegy.

bookcase — The cover for a book, made separately and complete before it is fastened to the book.

book chase—A large chase, usually with movable bars, in which large forms of type are imposed and locked up.

book clamp—1. A bookbinder's vise. 2. A device for holding or carrying books.

bookcraft—Literary skill or knowledge; book learning.

booked—Bound into a book.

book English — English according to literary standards.

bookery — A collection of books.

book, first printed in Europe. See ALEXANDER THE GREAT, HISTORY OF.

bookfold—A piece of bookbinder's muslin 24 yards long.

book-folding machines—Machines to automatically fold sheets of paper into folders, pamphlets, books, etc. See FOLDING MACHINES.

book fonts—Large fonts of book or body type, somewhat rare in the present day, but common before the introduction of type-setting machines.

bookful — Enough to fill a book.

book heading—Any unbound ruled, or ruled and printed, sheet for a blank book; the type matter to be used in printing such a sheet.

book house—A concern that makes a specialty of printing or publishing books.

booking—The act of making or binding anything into a book.

book learning — Knowledge acquired from books, as opposed to practical knowledge.

bookless — 1. Being without books. 2. Unlettered; without learning.

booklet — A small book, pamphlet or brochure.

book lice—Insects injurious to old books and papers.

bookling—A small book.

booklore—Knowledge gained from books.

bookmaker—One who prepares or makes books, especially by compilation from other books; a compiler.

bookmaking — The art or trade of making books; bookbinding; bibliopegy.

bookman—1. A person who has to do with books, especially with their sale. 2. A studious man; a scholar.

Bookman—The name of a style of type. See OLD STYLE ANTIQUE.

bookmark—A mark or point placed in a book to aid in finding a particular page or passage; a bookplate; a bookmarker.

bookmarker — 1. A mark printed in a different position on each of the signatures of a book, to show on the outside when the sheet is folded, and to indicate whether there are any missing or duplicate signatures, and whether they are in proper order, when all the signatures for one book are assembled or gathered together. 2. A bookmark; a bookplate.

bookmonger—One who deals in books.

book muslin — Muslin used for binding books.

Book of Books—The Bible.

Book of Hours—A book containing prayers or offices to be said at certain hours, especially in the Roman Catholic Church. Before the introduction of printing, these books were laboriously written upon vellum, illuminated in the highest style of art, ornamented with jewels and adorned with the utmost magnificence of decoration. They were among the first works to which the early printers turned their attention, and many elaborate and beautiful volumes were produced between the middle and the end of the fifteenth century.

book palm—A palm tree of East India, the leaves of which furnish a substitute for paper. Also called TALIPOT PALM.

book paper—Paper that is especially adapted to the printing of books and works of a like nature. It is made in many grades, weights, sizes, colors, textures and finishes.

book-perfecting press — A press which prints both sides of the sheets of book-forms at the same time, or with only one feeding of the paper.

bookplate — 1. Metal plates, electrotypes or stereotypes from which books are printed. 2. An inscription or label placed upon or in a book, indicating its ownership, or its position in a library; same as EX LIBRIS.

bookpress—1. A name sometimes applied to the large presses on which books and magazine are printed. 2. A bookcase.

book printed, first—The Gutenberg Bible was probably the first complete book ever printed from movable types. It was printed by Johan Gutenberg, the inventor of movable types, at Mainz about 1450-1455, and is also called the MAZARIN BIBLE and the BIBLE of 42 LINES.

bookroom—The part of a printing establishment devoted to bookwork, as distinguished from *jobroom*, *posterroom*, etc.

Books of Buddha—The sacred books of Buddhism, comprising: the PITAKA, containing the discourses of Buddha; the DHARMA, setting forth the doctrines or ethics of the people; the VINAYA, containing the rules for the priests, and the various ceremonies. In these books there are 1,200 pages and nearly 30,000,000 Chinese characters.

bookstand — A place where books are sold.

bookwork—Book printing, as distinguished from job or commercial printing, newspaper printing or display printing.

bookworm—1. Any of several insects, moths or beetles whose larvae feed upon the binding, paste and leaves of books. 2. One devoted to the study or reading of books.

bookwright—One who makes books; an author.

border—1. Type body with an ornamental cast face instead of a letter, and used for borders or embellishments around or within a type form or page; formerly called FLOWERS. 2. The ornamental or plain lines printed on the margins of a page or other form.

bosses—In bookbinding, brass plates attached to the sides of books for their preservation.

botch—1. A carelessly or badly executed piece of printing.

bottle-arsed—A letter that is wider at the bottom than at the top; the reverse of *bottle-necked*. Types are now cast with such precision that both of these terms are almost obsolete.

bottle-necked—A letter that is thicker at the top than at the bottom; the reverse of *bottle-arsed*. Both of these terms are almost obsolete.

bottom line—The last line of a page, or that one which immediately precedes the signature or blank line.

bottom note—See FOOTNOTE.

bottom plate —1. An iron plate in the mold of a printing press, to which the carriage is fixed. 2. In paper-making, a bed of knives below the cylinder of a pulping engine.

bourgeois — The name of a size of type, 9-point in the American Point System, larger than *brevier* and smaller than *long primer*. The French name for this size is GAILLARDE.

box board—A card board of good resisting strength, made usually from wood pulp or straw, and used for making cartons; chip board.

box cover—A cover paper of light weight, either plain or decorative, coated or uncoated, and used for covering boxes.

boxed—Any figure, heading, paragraph, etc., enclosed within a ruled border; boxed-in; paneled.

boxed in—See BOXED.

boxes — 1. The compartment in a type case in which the various letters and characters are placed. 2. The rules enclosing printed matter that is said to be boxed or boxed-in.

box head——1. A heading enclosed within rules, usually at the top of a page or column. The rules may be either printed or machine ruled. 2. In newspapers, any headline "boxed" or displayed by the use of rules or ornaments. 3. In paper-making, the head of the wet end of a paper machine.

boxwood — A very heavy, tough, hard, close-grained wood used in making wood engravings.

brace—A character in printing, consisting of a curved line, used to connect two or more words or lines that are to be taken together.

bracket—To place within or connect by brackets.

brackets—A set of two characters ([ ]) used in writing and printing to enclose interpolated matter and mark it as extraneous, or merely incidental to the context; and by critics and editors to mark a word or phrase either supplied or rejected by them in matter written by authors. Also called SQUARE BRACKETS, and formerly CROTCHETS, and thus distinguished from *round brackets* or *parentheses*.

branding — In bookbinding, the passing of fleshers through hot rolls.

Brandon—A style of type of Roman face, made in imitation of a letter used by copperplate engravers.

brass circle—A circle made of brass rule, in which type is placed for printing round forms.

brass rule—A strip of type-high rolled brass, with face finished to a continuous line or lines. It is made in various thicknesses and widths of face, and single, double, triple, etc., and plain, curved, dotted, waved and in many designs.

brass rule case—A case made to hold the various lengths of labor-saving rule.

brass rule cutter — A device for cutting brass rule.

brass type—Type made of brass, used chiefly by bookbinders for lettering books.

bray—To distribute ink on a slab prior to putting it on the ink-plate of a press.

brayer—A small hand roller used to spread ink on the inking table, or to apply it to the distributing plates or rollers of a press; also to ink the type in taking a hand proof.

break — 1. To break up a form for colors; to break up or distribute a form of type. 2. To use only part of an original package or ream of paper. 3. To remove the jet of metal on the shank of a letter as it is cast.

breaker—In paper-making, a tub in which rags are washed and cut for paper pulp; a hollander.

breaking length — See TENSILE STRENGTH.

break in the copy—A term signifying that there is an interruption in the copy, or that part of it is missing.

break-joints — The point where the rules in a printed line join, causing a break in the continuity of the line.

break-line—The last line of a paragraph; a short line.

break the back—A printer's term describing the act of breaking or smoothing the crease in folded sheets of paper, especially folded quires.

break up for colors—To divide a type form that is to be printed in more than one color into separate forms for each of the colors; to skeletonize.

break up into pars—A printer's term meaning to break up solid copy into short paragraphs.

break up the form—To distribute a form of type after it has been used and is of no further use.

breve—A curved mark used in writing and printing to indicate a short vowel, or some particular quality of sound. 2. A brief; an original writ, or a writ or precept issued under seal out of a court.

breviary—An abridgment, epitome or compendium, generally used as the title of the book containing the daily public or canonical prayers of the Roman Catholic church. Breviaries are included among the specimens of early decorative printing, and are of special interest and historical value to typographers for that reason.

brevier—The name of a size of type, 8-point in the American Point System, larger than *minion* and smaller than *bourgeois*. The Germans give this name to *small pica*, or 11-point, and their 8-point is called PETIT or JUNGFER. The word *brevier* probably originated from its having been employed by the early printers in the printing of breviaries.

bridge—A printer's or copyreader's mark connecting two words when the original matter between them has been blue-penciled or marked out.

brief—In its commonly accepted meaning among printers, a printed booklet or pamphlet containing a lawyer's statement of a client's case in concise form; a summary, compendium or epitome; a breve.

brilliant—The name of a size of type, 4-point in the American Point System, larger than *excelsior* and smaller than *diamond*.

bring in—See KEEP IN.

bring up—A printer's term, meaning to equalize the impression over the entire form by placing overlays on those parts in which the impression on the printed sheet is defective, and cutting away those portions in which it is too heavy to build up.

bristol board—A kind of fine cardboard or pasteboard, sometimes filled, but usually pasted, or plied, the thicker sheets being made by pasting different sheets of the same kind of stock together until the desired thickness is obtained, and designated 2-ply, 3-ply, etc., according to the number of sheets used. The highest grade is called wedding bristol, and is made from rags; index and folding bristols are made from rags and sulphite; mill bristols from sulphite and ground wood, and bogus bristols from old newspapers. The name *bristol* originally was applied to a very superior grade of light-weight cardboard made in Bristol, England.

broad—1. A term at one time used by printers to designate furniture 4 picas, or 48 points, wide. 2. A bookbinder's term applied to a manner of folding sheets of paper, as *broad-twelves* for sheets folded in three the broad way, *broad-sixes*, etc.

broadsheet—See BROADSIDE.

broadside—Formerly, a large sheet printed in display type on one side only, but now generally including large sheets printed on both sides, each fold being a complete page, the inside only being a true broadside; a broad-sheet.

broadside chase — A large chase without cross-bars.

broadside sticks — Large wooden composing sticks in which to set the long lines of a broadside poster.

broad twelves—A size of paper, 23x41.

brochure—A printed book, stitched, and containing only a few leaves; a pamphlet.

broke—A term used to indicate that a ream of paper is defective. Such reams are usually designated by a certain mark and are sold as inferior goods.

broken bastard—The name of a size of type, about 32-point in the American Point System. It was cut by Pierre Moreau in 1640.

broken matter—Forms or pages of type matter disrupted and somewhat intermingled.

broke up—In bookbinding, a term used to indicate that the plates or leaves for a book have been turned over and folded before they are placed, so as to cause them to turn easily in the volume.

Bronstrup press—A handpress quite extensively used at one time in the United States. *Now obsolete.*

bronze ink—An ink or varnish mixed with bronze powder, and sometimes used as a substitute therefor.

bronze powders — Powders used to give tone and effect to various kinds of the better classes of printing. They are made in many qualities and colors, the commonest colors being gold and silver.

bronze printing—A style of printing to produce gold, silver or other effects by printing a form in a light-colored glutinous ink or sizing, and then applying bronze powder of the desired color by means of a bronzing machine, or by hand with cotton, fur or velvet, the surplus powder afterwards being dusted off. When particularly good effects are desired the bronzed sheets are subsequently burnished by being run between metal rollers.

bronzing machine—A machine used in bronze printing for applying the powder to the sized surface of the sheet.

Brothers of Common Life, The — A religious order founded in the middle ages, and devoted to the transcribing and printing of the Scriptures. Its members printed books as early as 1474. Also known as the FRATRES VITAE COMMUNIS, or FRATERNAL COMMUNITY.

brown print paper—A paper sensitized so that it will produce brown and white effects in the reproduction of drawings when exposed to light through tracing cloth.

browns—Formerly a common name for many brown papers, especially wrapping papers.

Brown's patent typesetting and distributing machinery—Mechanical devices for setting and distributing type, invented by O. S. Brown of Boston in 1862. *Now obsolete.*

brush out—To clean a form of type with benzine, lye or turpentine.

buckle—A kink, crease or wrinkle in a sheet of paper, especially in a folded book signature.

buckler—A device on a printing press for turning back the edges of sheets of paper.

buckram — A coarse, open-wove cotton, hemp or linen fabric, stiffened with size or glue, and usually dyed a light brown color in imitation of leather, and used for binding books; art canvas.

buffing—1. A very thin sheet of leather taken from the hair side of cowhide, and then colored and grained. It is extensively used in binding books, especially those of medium and light weight. 2. In bookbinding, the roughing of fleshers with sandpaper.

bug—See PRINTER'S MARK.

build up—See BRING UP.

bulk—1. A table or platform affixed to the end of a frame, and used by printers to hold a board containing wet matter for distribution. 2. In bookbinding, the thickness of a book without its cover. 3. In paper-making, the degree of thickness of paper, especially as applied to a number of sheets taken together; the ratio of weight to thickness in paper.

bulldog edition—The first edition each day of a daily newspaper, usually the one intended to catch the first mail.

Bulletin—The name of a face of type fashioned after the modern brush lettering.

Bullock press—The first web perfecting rotary printing press, and the idea from which the modern presses of that kind evolved. It was designed by William Bullock of New York in 1861.

bundle—A package of paper containing two perfect reams, or 1,000 sheets, according to the commonly accepted standard.

bundling — In bookbinding, tying up folded sheets or signatures by machine, to keep them separate and clean, and for convenience in handling.

bundling machine—A horizontal press with adjustable sliding "heads," used by bookbinders for bundling folded sheets or signatures.

burin—1. An engraver's tool with an oblique point of tempered steel, used in line engraving; a graver. 2. The style or manner of execution of an engraver, as a brilliant *burin*, a soft *burin*.

burnish—1. In bookbinding, the effect produced by the application of the burnisher to the edges of a book. 2. In bronze printing, a process of brightening up the bronzed portions by running sheets between metallic rollers. 3. In steel die engraving, the process by which a brightened effect is attained on gold or silver colors by running same steel die which produced them over same printed surface in an extra press impression, using no color.

burnished edges—The gold, marbled or stained edges of a book after they have been polished by special tools.

burnisher — A bookbinder's tool used to burnish books, and usually made of a piece of agate or bloodstone attached to a handle.

burr—The rough edge of types which have been imperfectly dressed, or the rough sides and ends of linotype slugs, or of rules when first cut.

bursting strength—In papermaking, a paper's resistance to pressure, as determined by means of special testing devices, and computed in pounds of pressure to the square inch.

butted slugs—A term used to describe matter which is too wide to set in one line on a linotype machine, and which is set on two slugs, these being placed end-to-end, or butted together, to form one continuous line.

C

C—The third letter of the English and most of its kindred alphabets. Originally it was equivalent to the Greek *Gamma* and the Hebrew *Gimel*, and in Latin, Greek and Phoenician it represented the hard sound of g, and it has passed through numerous adaptations and modifications before arriving at its present position, form and value. As a Roman numeral C stands for 100.

cabinet—1. A stand or frame for cases of type; a receptacle for cases, chases, leads, etc. 2. A box of wedding or other high grade stationery, usually containing 50, 100 or 250 of the article. 3. A size in envelopes, 4⅞x7¼. 4. A size in fancy cards, 4¼x6½.

cahier—A number of leaves of a book or sheets of paper put loosely together, as for binding.

Caledonian—One of the early styles of Antique type.

calendar—Anything containing an orderly arrangement of the days, weeks and months of the year, and distinct from an almanac in that the latter usually also contains astronomical data and statistics of various kinds; a table giving dates and facts pertaining to a particular pursuit, institution or profession, as a racing calendar, a court calendar, etc.

calender — A machine for smoothing paper and giving it a glossy finish. Also called a GLAZING MACHINE.

calendered—A term applied to paper that has been made smooth and glossy by passing through a calendering machine.

calfskin—A superior kind of leather made from the skins of calves. It is used for various purposes, and is very expensive, and is therefore used only for the best grades of books and de luxe editions in bookbinding.

California job case—An improved and popular style of type case, originating in San Francisco. It is a contraction into one case of the upper and lower cases of the old style news case, the caps being placed on the right hand and the lower case letters on the left. See CASE.

calligraphy—The art of handwriting or penmanship, particularly beautiful writing.

calling card — See VISITING CARD.

callitype—A method of producing a form on plates for printing by typewriting and photo-engraving; a print or plate so made.

calotype—An old process of photography, invented by W. H. Talbot; also called TALBOTYPE.

Camelot—The name of a style of Roman letter designed by F. W. Goudy.

Campbell press—Any of the several printing presses made by Andrew Campbell of New York, the first American to engage actively in the manufacture of presses for country shops, and the best known of which was the Campbell Country Press. *Now obsolete.*

cams—Curved irons set in the slot of the cam-head wheel of a ruling machine to raise the beams to the point desired.

canard—An extravagant or absurd report or story circulated to delude the public, as a false and sensational story in a newspaper; a hoax.

cancel — 1. In printing, to suppress or strike out matter in type or print. 2. In bookbinding, to cut out leaves containing errors, which are to be replaced with corrected pages.

canceled figure — A figure cast with a line across its face to denote canceling, used in arithmetical or mathematical works, and sometimes to show that a price or the like has been changed. Called also SCRATCH FIGURE.

canceled work—1. In composition, type matter returned for distribution without having been used. 2. In presswork, all sheets condemned as being unsuitable for use. 3. In bookbinding, all sheets or leaves that are not allowed to be bound.

canon — The name of a size of type, 48-point in the American Point System, larger than *meridian* and smaller than *five-line-pica.* It is the largest size having a specific name, and is said to have been first produced by the French, and was probably employed in some work relating to the canons of the church, hence the name.

canvas—A strong, heavy, firmly woven cotton cloth, used by bookbinders for covering blank books and post binders. Also called DUCK.

cap—1. A printer's term for capital or capitalize. 2. A size of paper, 14x17; also called FLAT CAP. 3. A paper covering placed over the edges of books while they are being covered and finished. 4. In bookbinding, the leather covering of the headband of a book.

Capitales Literae — See MAJUSCULAE.

capitalize—To print or write a word in capital letters, or with capital initials.

capital letters—See CAPITALS.

capitals—The large letters of a font of type or of the alphabet.

cap octavo—See OCTAVO.

caps.—A printer's abbreviation meaning *capital letters.*

caps and small caps—A printing term designating the use of capital and small capital letters in type composition.

caption—The heading of a chapter, page, section, article, etc., or the descriptive line below cuts or plates.

carbon paper—Thin paper covered with carbon of some color used in making duplicate copies of written, typewritten or other matter, by means of applying pressure to the uncoated side and causing the color to be transferred to anything laid against the carboned side.

car card—A placard bearing an advertisement for display in street cars, usually 11x21 inches in size.

card—1. A piece of cardboard on which is printed or written any communication, invitation, announcement, advertisement, name, etc., as a business card, a show card, an index card, etc. 2. A brief advertisement, notice, statement, request, etc., published in a newspaper or other publication.

card and bill head press—A name at one time given to any of a number of presses adapted to the printing of cards, bill heads and similar work. The first of these presses was probably made by S. P. Ruggles of Boston in about 1830.

cardboard—A stiff, compact pasteboard made in various qualities and thicknesses, and used for various purposes in printing.

card cutter—A machine used by printers for cutting cardboard to any desired size.

cardinal number — A primary number used in simple counting, and one which answers the questions, *"how many?"* as, seven, eight, nine, etc., as distinguished from *ordinal number.* The cardinal numbers in general use beyond thousands are: millions, billions, trillions, quadrillions, quintillions, sextillions, septillions, cotillions, nonillions and decillions. Also called CARDINAL NUMERAL.

card press—Any press, of which there are several, made to print cards exclusively. Most of them are fed automatically.

card ruling machine—A special automatically-fed machine for ruling cards, such as are used in filing systems, at a high speed and decreased cost.

caret—A character used in proofreading and writing to denote where letters, words, points or any omitted matter should be inserted.

carriage—The part of a press which carries the form backwards and forwards to receive the impression; and, on a hand press, the part on which the form rests and which is turned under the platen to receive the impression.

carry forward—To transfer type matter forward to the next column or page.

car sign board—A size of cardboard, usually 22x42, used for car cards.

carte de visite—A visiting card size, 2½x4⅛.

cartography—The art or business of making maps and charts.

carton—A pasteboard box or container; also a piece of pasteboard.

cartoon—A pictorial sketch, designed for a newspaper or magazine; especially a caricature.

cartridge paper — Drawing paper of an inferior kind.

case—1. A shallow tray or receptacle for holding type, and from which the compositor works. It is divided into compartments or boxes so that there is one for each character in a font. 2. To put type into the proper compartments of a case; to lay. 3. The cover of a book, made separately from the book. 4. To put a case or cover on a book.

case binding—A style of binding books in which the covers or cases are made separately, and then fastened on the sewed books; case work.

case bound—Books bound in ready made cases or covers.

case cleaner—A device consisting of a wire screen with fasteners to fit over the top of a type case, permitting the case to be turned over and the dust and dirt sifted from the type.

ase department—The composing room of a printing establishment.

ase of exceptions — See PAPER BOOK.

ase-overseer—The foreman of a composing room in a printing establishment.

case racks — Racks to hold type cases that are not regularly in use, as distinguished from *frame racks* at which the compositor works.

case stand—A light frame used to support a type case.

case work—1. A term designating the operations required in preparing type for the press, such as composition, make-up, imposition, distribution, etc., as distinguished from *presswork;* hand composition; typesetting. 2. The making of cases for books; case binding.

casing—A size of brown paper, 36x46.

casing in — In bookbinding, the gluing of a book into its cover or case.

casing letter—The operation of placing a font of new type in the case.

Caslon—A style of letter of Roman face, named after its designer, William Caslon of England, and first used about 1734. It is one of the most popular job and book letters ever made.

Caslon Old Roman — The name of a job letter of Roman face.

Caslon Old Style Italic—A style of type of Italic face, based on the characteristics of its Roman mate.

casse paper; cassie paper—Broken or imperfect paper; paper damaged in the making; formerly the two outside quires of a ream, consisting of damaged sheets. The term is rarely used in this country.

cast—1. Formerly, a direction on a sheet of proof indicating that it was correct and ready to be cast; now supplanted by the mark, O. K. 2. To estimate the space in type a given amount of copy will occupy. 3. An electrotype or stereotype.

casting off copy—To estimate or compute the amount of space, or the number of pages, a given amount of copy will occupy when set in a given size of type.

casting up—A printer's term for the measuring of the "string" of matter set by a compositor; the calculating of the number of ems there are in a form, page or book, so as to determine either the sum that should be paid to the compositor for the work, or the amount that should be charged to the customer.

castrated edition—An issue of a book from which some objectionable matter has been removed; an expurgated edition.

catalog; catalogue — A list register or enumeration of articles, names, items, etc., classified and arranged methodically.

catalogue raisonne—A catalogue of books, or the like, systematically arranged and classed according to their subjects.

catch line—1. A short line placed between longer lines in displayed matter, or on a title page; such words as *the*, *and*, *or* and *of*, when standing alone between long measures, are catch lines. 2. A line containing the catchword at the end of a page, signifying the first word of the next page—now seldom used.

catchword—1. The first word of the following page of a book, placed at the right-hand bottom corner of a page for the assistance of the reader. Now seldom used except in law-work or manuscript. 2. A word used or placed so as to catch the eye or attract the attention. 3. A word printed at the head of a page or column in a dictionary, enclyclopedia, catalog, etc., being a reprint of the first and last words, items or entries on the page. 4. The rime word in verse. 5. A word or phrase used for political effect or as a slogan.

Cathedral Text—A style of black letter type, the chief characteristics being a "fat" face and contrasting heavy and light strokes.

cattie—A printer's term describing an imperfect or smutty appearance of a printed sheet caused by an oily or unclean roller.

Caxton—1. A black letter type of the kind used by William Caxton in the first book printed in England. It was of Flemish origin, and was less black than the type used by Gutenberg. 2. Any book printed by William Caxton, who introduced printing into

England about 1477, and who in that year printed *The Dictes and Sayings of the Philosophers,* the first book printed in that country. He had previously printed two other books, however, but on the Continent; *The Collection of the Histories of Troy,* printed at either Cologne or Bruges, about 1474, and *The Game and Playe of the Chesse,* printed at Bruges in 1475.

Caxton initial—A large initial letter, similar to the Missal initial, but of darker tone. See MISSAL INITIAL.

Caxton Old Style—A handsome and slightly decorative style of type, possessing some of the characteristics of both the modern and old style Roman letters.

cedilla—A mark used in printing, being placed under the letter c to indicate that it is to be sounded like *s.* Printers who do not possess this character frequently use an inverted figure 5 in its stead.

cellulose—An inert, solid carbohydrate substance, fundamental in the structure of plants, and being the fiber used in making paper. Well-bleached, unsized linen paper is almost pure cellulose.

Celtic—The name of a style of type of the Antique family.

celum—A tool used by engravers; a burin.

cement—See PADDING GLUE.

censorship of the press—A regulation requiring that printed books, pamphlets and newspapers shall be examined by officials appointed for that purpose, and who are empowered to prevent publication if in their opinion the matter is found to be objectionable.

census—Formerly a size of paper, 18x26.

center-caption — See CENTER HEADING.

centered—Type matter placed in the center, either with reference to other matter, or to the side margins of the paper.

center-head — A heading placed over the center of type matter, as distinguished from side-heading or side-caption; center-caption.

center stitching — In bookbinding, stitching pamphlets with thread by working it through three places in the fold, in a manner similar to wire saddle stitching.

center tools—Single, upright or independent tools used for the middle of the panels by the finisher in bookbinding.

Century Expanded—A style of type originally designed for *The Century Magazine* by Theo. L. DeVinne. It is a monotone letter, and is very easy to read.

ceriph—See SERIF.

cerography — A method of making electrotypes and stereotypes from inscribed sheets of wax.

cerotype—A process of engraving on a surface of wax spread on a steel plate to produce an electrotype. See WAX PROCESS.

chain mark—A term used in paper-making to describe the wider parallel lines of a laid watermark.

chairman of the chapel—A printer selected by the organized employees of the composing room of a printing establishment, particularly in union shops, to represent them in disputed questions, or in matters pertaining to their welfare, and to collect dues owing to the union, etc. Also called FATHER OF THE CHAPEL.

chalgography — The process or act of engraving on brass or copper, especially for printing.

chalk drawing — A drawing made with chalk or crayons.

chalk engraving—A stereotype plate produced by means of a smooth plate covered with a layer of chalk through which the design is drawn, and which forms a mold; a chalk plate.

chalk overlay paper—A hard surfaced, heavy paper, coated with chalk, used by pressmen for the making ready of halftones.

changeable printing ink—Ink that changes its color upon the application of acids, thus preventing the alteration of checks, etc.

changes from copy — In printing, any change or alteration in wording or style from the original copy; alterations.

chapbook—Any small book of popular stories, ballads, tracts, etc., so called from its having formerly been sold by chapmen, or traveling packmen or hawkers. Chapbooks at one time formed the only popular literature, and extant copies of those from the presses of the early printers are now very rare, and are highly prized by typographers and book lovers.

chapel — An association or meeting of the composing room employees of a printing office, especially in an office operated under union rules; formerly a printing office—so called, it is said, because when Caxton first introduced printing into England in about 1477 his shop was established in a chapel in or near Westminster Abbey.

chapel laws—Rules governing associations of employees in a printing office.

chapter—A main division of a book or treatise.

chapter head—The heading at the top of the chapter of a book, treatise, etc.

character—A distinctive mark, letter, figure, sign or symbol used in writing and printing.

charcoal drawing—A design or drawing made with charcoal.

chargeable time—The time actually necessary and required in the production of any work or thing, and for which the purchaser should be charged. It includes understood incidental operations and expenses, and all overhead charges, and these are a part of the hour rate fixed for the particular kind of work involved.

In Composition: Chargeable time includes the original setting of the type, make-up and lock-up, and corrections that are due to customer's alterations.

In Presswork: Chargeable time includes make-ready, feeding and special wash-up for colors, and holding press when delay is caused by customer.

chart—A sheet of paper, cardboard or other material on which information in tabular form, and in methodical order, is printed; a map.

chart paper—A tough, strong, pliable paper, tub-sized and possessing a good printing surface, used for the printing of maps, charts, etc.

chase—A rectangular frame of iron or steel in which pages or forms of type are locked up for printing, or for the foundry when plates are to be made.

Chaucer Text — A style of condensed Black Letter type.

check — A printed or lithographed blank, which, when properly filled out and signed, becomes an order directing a bank to pay money as stated therein.

check binding — A simple style of binding books, with marble board sides, cloth or leather back, side stitched and trimmed flush, used in binding checks, receipts, etc.

check book—A book containing blank checks upon a bank.

check-ends—Highly ornamental designs formerly placed at the left end of checks.

checkers — Type cast with a face to represent the men and kings used in playing the game of checkers.

check folio—A size of paper, 17x24.

check royal—A size of paper, 19x28.

cheek—Either side of a mortise in an electrotype or other printing plate.

Cheltenham—A style of letter of Roman face, designed by Bertram Goodhue, an artist, for the Cheltenham Press in England.

Cheltenham Italic—A style of type of Italic face, based on the characteristics of its Roman mate.

chemical printing—A name sometimes applied to lithography.

chemigraphy — Any process of mechanical engraving depending upon chemical action; a process of zinc etching in which photography is not employed.

chemitypy—A process, involving chemical action, by which an impression from an engraved plate is obtained in relief, to be used for printing on a printing press; chemitype.

chess type—Type cast with a face to represent each of the characters used in playing the game of chess. A complete assortment of this type consists of sixty-four pieces.

chest—In paper-making a special vessel in which pulp is bleached.

chiaro-oscuro—1. A style of pictorial art that omits the various colors and employs only light and shade; a sketch in black and white. 2. A method of wood engraving and printing in which a number of blocks are used, each giving a different tint or hue.

Chicago-Taylor press — A cylinder press formerly made in Chicago in various sizes, and used extensively in the west. It resembled the Taylor press. *Now obsolete.*

chill—An elbow-shaped piece on a hand press connecting the handle and the piston, forcing the piston down when the handle is pulled over.

China ink—See INDIA INK.

Chinese paper—A fine paper made in China from the inner rind of bamboo, much used in printing editions de luxe; also an imitation of it made in other countries; rice paper.

Chinese wax—A white wax, the product of an insect, used for sizing paper.

chip board—See BOX BOARD.

chirograph—A bond, note or other obligation given in one's own handwriting.

chromatic printing—A term sometimes applied to color printing.

chromatic printing press—A press of American invention, made in four sizes adaptable to job work, and printing three colors from one form and at one impression. *Now obsolete.*

chromatic type—Type made in two or more pieces for color printing.

chromo-chalcography — The process of producing colored prints from copper plates.

chromo - collography — The making of chromo-collotypes.

chromo-collotype—A colored collotype, made by means of two or more films.

chromo-lithograph — A picture printed in colors by lithography.

chromo-lithography — See LITHOGRAPHY.

chromo-photography—Color photography.

chromotype — 1. Anything printed in colors by any process, as a chromo-lithograph. 2. A photograph in the natural colors.

Church Text — A style of Black Letter type, probably patterned after the letters used in some old manuscript book.

cicero—The French and German name for a size of type corresponding to *pica*, or 12-point, in the American Point System.

Cincinnati cylinder press—A press at one time manufactured by the Cincinnati Type Foundry. *Now obsolete.*

circle—1. Brass rule formed into a circle in which type can be placed for printing round forms. 2. The same as RING, which see.

circled corrections—Corrections in a proof that are to be charged to the customer, the same as changes from copy.

circular—A letter, note or advertisement printed on paper, and given or mailed to various persons, usually with the object of advertising some event or thing.

circular quadrat—A quadrat curved on one side, being exactly one-eighth of a full circle, used to aid in the formation of a curved or circular line of type, invented by Charles Derriey, a French type-founder of the nineteenth century; a circular quad.

circulation — The extent to which a newspaper, book, magazine or other publication is disseminated, especially through paid subscriptions and sales.

circumflex — An accent mark used to indicate the pronunciation of some vowel letters.

city editor—The editor directly in charge of local or city news, and of the reportorial staff engaged in gathering such news.

clam—In die sinking, to form a design in relief upon softer metal by means of a hardened steel die.

Clarendon—A style of letter or type of Roman face, so called because it was first made for the Clarendon Press of Oxford, England. Its chief characteristic is a narrow, heavy face.

clasp envelope—An envelope made to be fastened with a metal clasp.

Claybourn Process—A process of make-ready for electrotypes based on the theory that the perfect contact between plate and paper should be a uniform printing surface obtained by perfecting the plate itself, and which is done with special hand tools and mechanical appliances. The process is the exact opposite of the usual make-ready process.

cleaning away — Segregating and properly disposing of the materials of a type form after the work has been completed.

cleaning out—A bookbinder's term for removing the waste paper and paring away any superfluous leather upon the inside of a book cover, preparatory to pasting down the lining-paper.

cleaning pi — Separating the various kinds and sizes of type from a confused mass, and placing each letter in its proper case and box.

clean proof—A proof containing but few errors or faults; also, a proof carefully pulled after correction, to send to the author.

clean-up day — A day set apart annually, the first Saturday in July, for a thorough cleaning of printing offices, bookbinderies, etc.

clearing the stone — The term applied to the rule in printing offices, especially in England, requiring workmen, at the end of their shift, to clear the stone of all tools, materials, etc., so that no impediments shall stand in the way of the next person using the stone.

clerical errors—Errors made by a transcriber or editor in an author's copy.

cliche—A stereotype plate, or any similar reproduction, especially one made by impressing a die or cut upon metal, or other substance, in a state of fusion; a matrix.

clicker — A printer who has charge of a companionship, or temporary association of compositors in a shop, and who receives and gives out the copy, attends to the make-up and correcting, keeps the accounts, makes out the bills, etc. The term is an English one, and is little used in the United States. See CLICKING.

clicking—A term applied to the method employed in some English printing offices of getting out work by the formation of a companionship, or selected body of men, who are appointed to proceed with a certain piece of work and carry it to completion.

Cloister Black — A style of type of the pointed Gothic character, patterned after the type-face used by Gutenberg. It was called Black Letter to distinguish it from the lighter faced Roman, and Old English because it was used by the early English printers.

close—A printer's term for the end of a quotation.

closed shop—A shop that employs only one class of workmen, especially one that is closed to non-union workmen, as distinguished from an *open shop.*

close matter — Type matter with few breaks or blank lines; solid matter.

close punctuation—The use of many points of punctuation.

close spacing—Spacing lines or type with as little space as possible between words.

close up—To properly connect and close up the type matter on a galley that is being set or has been set in short *takes.*

cloth—See BINDER'S CLOTH.

clothbound—A book bound with cloth.

cloth joined end sheet—An end sheet divided into two parts and then joined together by means of a strip of cloth.

cloth stripping — See STRIPPING.

clump—The English name for a slug.

coated blank—A white blank, or cardboard, coated either on one or both sides with a mixture of clay and glue to impart a smooth, glossy surface. Used for show cards, street car cards, etc.

coated paper—Paper whose surface is coated with a mixture of clay and a glue made of casein, to fill the pores and impart a smooth, even finish, either dull or glossy.

coating paper—In paper-making, any paper used as a base for coating.

cockle finish—A puckered or wrinkled finish given to paper, produced naturally or artificially during the drying process.

cockup—A superior letter or figure used for contractions; a large initial letter; a letter that extends considerably above the general top line of the other letters in a word or line.

codex—An ancient manuscript, especially one pertaining to the Scriptures or classics; a manuscript book; also a collection of laws.

coffin—In printing, the wooden frame which encloses an imposing stone; also the bed or carriage of a printing press.

cold embossing—To emboss by means of cold or unheated plates, as distinguished from *hot embossing.*

collate — In bookbinding, to examine the signatures in a book to ascertain whether they are correct and follow in proper order.

collotype—A print made by a photo-mechanical process directly from a hardened film of gelatin. The *phototype, albertype, artotype, heliotype* and *litchdruck* are forms of collotype.

colombier — See COLUMBIER.

colon—The character (:) used in punctuation to separate the parts of a sentence that are complete in themselves, and nearly independent.

colophon—An inscription at the end of a book or manuscript, giving facts pertaining to its production, such as the scribe's, illuminator's or printer's name, date and place of publication, title, etc.; an emblem or imprint of the printer, placed either at the end or on the title page of a book.

color printer—A printer who makes a specialty of color printing.

color printing — The art of producing pictures, designs, etc., in a variety of colors, shades and tones by means of printing from plates, or by lithography; chromatic printing.

color rough — The sketch in colors prepared by an artist as a guide to the engraver in making color plates from a black and white drawing and also as a guide to the printer for registering color plates.

color separation—In photo-engraving, the process of separating the various spaces on a line negative to make separate plates of each, for printing in two or more colors.

color work—Printing done in a variety of colors; color printing.

Colt's Armory press — See GALLY PRESS.

Colt's Universal press—See GALLY PRESS.

columbian — The name of a size of type, 16-point in the American Point System, larger than *English* and smaller than *great primer*.

Columbian press — A hand press of an improved design, invented by George Clymer of Philadelphia in 1814. Its capacity, with two operators, was about 180 impressions an hour.

Columbia Typographical Society—An association of journeymen compositors and pressmen, founded for benevolent purposes, at Washington, D. C., on December 10, 1814.

columbier—A size of paper, 23x34 and 24x48 in the United States, and 23½x34½ in England; also spelled COLOMBIER.

column—One of two or more upright sections of type, separated from each other by a rule or blank space, as a column of figures, a newspaper column, etc.

column galley—A long, narrow galley used principally by newspaper printers.

column rule—The rule used by printers to separate the columns of a newspaper, book, etc.

comb—A tool used in marbling paper and book edges.

combination border — Border composed of many distinct patterns of face, most of which form separate borders of themselves, but which may be combined to form various fancy and ingenious designs.

combination leads and slugs—Leads and slugs cut to even pica measurements for convenience in composition. *The term is now little used.*

comma — The character (,) used in punctuation to mark the smallest structural division of a sentence.

commentary — 1. Critical remarks on the text or contents of a book, as commentaries on the Bible. 2. A brief narrative of events or transactions, written hastily by a participant or spectator, with the object of recalling them to mind, as Caesar's Commentaries on the Gallic War.

commercial abbreviations—Abbreviations used in printing and writing to indicate or represent commercial and business words, phrases, terms, etc.

commercial headings — Ruled headings for letter heads, note heads, bill heads, etc.

commercial letter—A size of paper, 11x17, the same as COMMERCIAL POST. This name was also formerly given to size 10¾x16¾.

commercial note—A size of paper, 5½x8½, and formerly also 8x10.

commercial post—A size of paper, 11x17, the same as COMMERCIAL LETTER.

commercial printing — See JOB PRINTING.

commercial signs — Letters, signs and symbols used in printing and writing to express terms of value, weight, measurement, etc.

communication — Written matter or information of sufficient importance to be inserted in a newspaper as news or editorial matter, supplied by one not regularly employed as a contributor or staff member.

companion — In England, a compositor; a member of a companionship in a printing office.

companionship—A temporary association of compositors in some of the large printing offices of England, formed to proceed with a certain piece of work and carry it to completion, and which practically extends the system of piece-work to every detail of composition. See CLICKER.

compendium — An abridged or condensed summary of the main heads of a larger work.

compiler—One who composes or writes books by compilation of matter from other books or documents.

complementary colors—Colors whose combined values approximate white.

compo — 1. A printer's slang name for a compositor. 2. A word sometimes used for the material or composition from which ink rollers are made.

compose—To set, arrange and prepare type for printing.

composing machine — See TYPESETTING MACHINE.

composing room — The department of a printing establishment where type is composed and locked up for the press.

composing rule — A piece of type-high brass or steel, with nibs on the upper corners, against which type is placed while being set in a *composing stick*, and by the aid of which the type can be readily transferred from the stick to the galley. Compositors frequently own their rules individually, keeping them many years as a distinctive badge of their calling. Also called PRINTER'S RULE and SETTING RULE.

composing stick — A tray, usually of metal, in which a compositor sets type and arranges it into lines for printing. It has one open side, and one adjustable end for gauging the length of the lines.

composite—A term applied to a photograph or picture, or to a halftone made therefrom. made up of a combination or blending of several photographs, pictures, etc.

composition—1. The process of setting and arranging type for printing. 2. The practice or art of writing. 3. A literary or artistic production. 4. A material from which ink rollers are made.

composition; cost of hand—The cost of hand composition embraces and covers every item of expense incidental to the production of composition, including not only the actual setting of the type, but distribution, *pulling* and reading proofs, copyholding, correcting and revising, besides a proportionate share of the departmental and overhead expenses. See CHARGEABLE TIME and NON-CHARGEABLE TIME.

composition, cost of machine—The cost of machine composition embraces and covers every item of expense incidental to the production of such composition, including not only the actual setting of the type, but *pulling* and reading proofs, copyholding, correcting and revising, besides a proportionate share of the departmental and overhead expenses. See CHARGEABLE TIME and NON-CHARGEABLE TIME.

composition kettle — The utensil in which the ingredients for making ink rollers are boiled.

composition roller — A cylinder consisting of a metal core coated with a flexible composition made from a mixture of glue, molasses and other materials, and used for inking type forms, especially on printing presses. Such rollers were first used in England about 1810, and, while simple in themselves, are regarded as one of the really important inventions in connection with printing, as without a convenient device for inking forms the cylinder press would be impracticable and almost impossible.

compositor — One who sets type and arranges it into pages and forms for the press.

compound word — A word form compounded of two or more simple words, and used as one word in form and meaning. Authorities differ greatly as to the manner of printing many compound words, whether as one single word, or connected by a hyphen, or with each word separate and distinct. In a printing office sense, only those words whose separate parts are connected by a hyphen are considered as compound.

compressed—A term meaning *condensed* as applied to type, used by some English type founders.

Comstock—The name of a rimmed, or outlined, Gothic face of type.

concordance — An alphabetical verbal index of all the principal words in a book, with their immediate context.

condensed type—Type characters whose faces are narrow in proportion to their height, but not so narrow as Extra Condensed. Some English type founders use the word *compressed* in a similar sense.

consecutive numbering machine—A machine to impress numbers on sheets in consecutive order, especially a small machine that can be locked up in a chase, with or without a form, and run on a printing press.

consonant—A letter or character of the alphabet representing a consonant sound, as distinguished from a *vowel*, and consisting of all the letters except *a*, *e*, *i*. *o* and *u*, and sometimes *w* and *y*.

Conte crayon — A crayon made of carbon, named after its discoverer, which produces a very deep, black line, fine or broad, as desired. Often used in combination with charcoal or *pastel*.

contents—A summary in serial order of the matter treated in a book, usually following the preface or introduction, but sometimes preceding it. It is thus distinguished from the *index,* which is placed at the end of the book, and is alphabetically arranged.

context—The parts of a composition which precede or follow a certain word or passage, and which are so intimately associated with it as to render more clear its meaning.

converter—In the paper trade, one who manufactures paper goods, such as envelopes, papeteries, etc., from stock manufactured by others.

cook — In paper-making, to treat the rags in boilers with steam pressure, and with alkali or other chemicals, to render them soft and clean.

copper-faced type — Type having a thin surface of copper on the face, and said to be more durable than ordinary type. It was introduced about 1880.

copper halftone — See HALFTONE 1.

copper plate — A polished plate of copper on which a design is engraved or etched; a print from such a plate.

copperplate engraving — 1. The art or process of engraving or etching a design on steel or copper plates. 2. The act of taking an impression or print from an engraved copper or steel plate. 3. An impression or print taken on paper from an engraved copper or steel plate. The discovery of the art of copperplate engraving is supposed to have been made by Tommaso Finiguerra, a goldsmith of Florence, Italy, who lived from 1400 to 1460.

copperplate press — A press used by engravers to take prints or impressions from copper or steel plates.

copperplate printing — See PLATE PRINTING.

Copperplate Roman—A type of Roman face, made in imitation of a letter used by copperplate engravers.

copper thin spaces — Very thin sheets of copper, cut to regular sizes, and used to letter-space fine hand-composition, or to space words and letters set in narrow measure.

copy — 1. Subject matter, whether manuscript or printed, that is to be put into type or plates. 2. An imitation or reproduction of an original work. 3. To imitate or reproduce, by printing or otherwise, an original work. 4. A particular one of a number of books, sets of books, works, manuscripts, etc. 5. A size of paper, 16x20, the same as BASTARD.

copy book — 1. A book containing copies of forms, letters, etc. 2. A book in which are specimens of penmanship, either printed or written, for learners to imitate.

copy chief—1. In advertising agencies, the one who has general supervision over the work of copy writers. 2. Sometimes used as a name for the head *copy reader* or chief of the *copy desk* in a newspaper office.

copycutter—One who cuts or divides copy into small *takes* so that the work may be expedited.

copy desk — In a newspaper office, the large desk or table at which the copy readers sit and over which passes all copy intended for publication. *Universal copy d.* See UNIVERSAL.

copygraph—See HECTOGRAPH.

copyholder — 1. One who reads copy aloud to a proof reader in order that it may be compared with the printed matter in the proof. 2. A device for holding copy on a compositor's case, a typesetting machine or a typewriter.

copyholding — Reading copy aloud to a proofreader in order that it may be compared with the printed matter in the proof.

copyhook—A hook in a composing room on which copy is hung, ready for the compositor.

copying ink—Any ink for use in printing forms of which it is desired to preserve exact copies after they have been filled in with other matter.

copying press—A machine for taking by pressure exact copies of forms, letters or anything printed or written in copying ink.

copy paper—1. A thin paper used for taking copies of sheets printed or written in copying ink, in a copying press. 2. In newspaper offices, the paper upon which copy intended for publication is written. Usually of newsprint stock cut in varying sizes, generally 8½x11 or 8½x5½.

copy reader — In newspaper offices, one who reads and edits manuscript copy intended for publication, and who also, as a general rule, writes the headlines.

copyright — The exclusive right to reproduce, by printing or otherwise, and to sell any literary or artistic work, including writings, prints, engravings, maps, music, designs, paintings, sculpture, etc.

copyrighter — One who obtains or holds a copyright.

copy writer—One who writes *copy*, especially copy for advertisements.

Corbitt—The name of a style of type of Gothic characteristics, but which has the heavy down trokes of Roman letters.

corded quire — See OUTSIDE QUIRE.

cordovan—A fine grained colored leather used for binding books, originally made from goatskins at Cordova, Spain, but now made from horsehides.

corduroy—A coarse, durable cotton cloth, with a piled surface like that of velvet, and raised in cords or ridges, used extensively as a covering for blank-books and the like.

core—1. The metal center of an ink roller, and around which the composition is molded in casting. 2. The reel on which a roll of paper in the web is wound.

cored metal base—A term applied to electrotypes and stereotypes whose metal bases have been cored to make them lighter and less expensive.

corner card—The name, business and address of the sender of a letter, printed in the upper left-hand corner of the envelope or letter head.

corner quadrat—An L shaped quadrat to fit against a corner to make it more perfect; a corner quad.

corner rule — An angle of brass rule used to form a perfect corner in a border of brass rule.

corners—1. Ornamental metal designs used in the corners of pages and other printed forms. 2. Pieces of leather pasted on the corners of half-bound books. 3. Gilt caps used to protect and decorate the corners of some books. 4. The triangular tools used by bookbinders in finishing the backs and corners of books.

corpus—The German name for a size of type corresponding to *long primer*, or 10-point in the American Point System. It is called PETIT ROMAIN by the French.

correct—To make corrections in a proof or type form.

correction of the press—The correction of proofs of printed matter before publication.

corrections — The errors or changes from copy marked on a proof.

corrector of the press — A proof reader.

correct the press—To correct press proofs.

correspondence paper—Stationery of a fine quality used for personal correspondence.

correspondent — One who contributes news, information, criticism, etc., regularly to a newspaper or other periodical.

cotton linters — A material used in paper-making, being the short linters or lint of cotton seeds, removed from the seeds after the cotton has been ginned.

cotton paper — Paper made from cotton rags, and next in quality to linen paper. In the march of progress it preceded linen paper, and, in Europe, was the first transitory step from vellum and parchment. According to the Chinese, the fabrication of paper from cotton and other vegetable fibers was invented by them in the second century B. C. From the east it was passed to the west, and was introduced into Europe by the Arabs. It is known to have been made in Spain as early as the eleventh century. The most ancient manuscript on cotton paper with a date, 1050, is in the Royal Library at Paris, and another bearing the date of 1095 is in a library at Vienna, but there are many others, without dates, which are believed to be of greater age.

Cottrell & Babcock presses—Printing presses of two general classes: a drum cylinder made in various sizes from 19x24 to 41x60 inches; and a country newspaper and job press, in two sizes, 31x46 and 32x50 inches. *Now obsolete.*

couch—1. A felt-covered board on which the sheets of pulp are pressed in paper-making. 2. In paper-making, to transfer sheets of partly dried pulp from the wire cloth mold to a felt blanket for further drying.

couch rolls—In paper-making, rolls covered with felt, through which the web of paper is passed to expedite drying.

counter — 1. The depression between the lines of the face of a type character. 2. A small machine, which, when attached to a printing press, indicates the number of impressions.

counterdie — See FEMALE DIE.

counterproof — In engraving, a reverse print taken by contact impression from the proof of a plate, for the purpose of comparison with the plate.

counter-sunk die—A die used in embossing in which part of the detail is brought out in contour by shaping the die in the bottom of the engraved part so as to bring out this detail, as distinguished from a *surface-cut die* in which the entire detail is outlined on the surface.

counting room—The room in a printing or other business establishment in which the books are kept and business is transacted. The term as applied to a printing office is of English origin, and is seldom used in the United States.

country press—1. A general term applied to any of a number of printing presses that are especially adapted to country newspaper offices. 2. A term applied collectively to the newspapers published in the smaller towns and cities.

coupon—A ticket, or section of a ticket, showing that the holder is entitled to some stated service, value or article; a certificate of interest due attached to a transferable bond.

courant—Formerly, a published news letter, newspaper or gazette, but now obsolete except as used as the name of a newspaper or other periodical

cover — 1. In printing, the outer leaves of bound or stitched booklets, magazines or similar works, especially when consisting of paper different from the inner leaves. 2. In bookbinding, the material used for the outer surface of a bound book; or when only one substance is used, the term applied to the entire binding, as *board covers, paper covers,* etc.

cover paper — Paper usually of heavy weight, durable, and of a wide variety of grades, colors and finishes, used for covers for books, catalogs, etc.

cowhide—A durable leather made from the outer or hair side of cow skins, grained and colored and used for binding books.

crackle—That desired quality in a sheet of paper which causes it to produce a crisp, crackling sound when handled.

cradle—A tool used by engravers to raise burrs on the surface of a plate, preparing the ground for mezzotint work.

cramped—A term applied to a page or type form when the matter is crowded more than usual in order to get a certain quantity into a given space.

crash finish—A finish on paper which resembles a coarse linen fabric, produced by pressure in making.

cream—A color of paper, a natural, light yellow tint.

crease—1. In bookbinding, to make the band impression distinct on the back of a book. 2. To crimp or break the grain in a sheet of paper so that it will lie flat, as to crease the binding edge of sheets for loose-leaf binders. 3. The wrinkle, fold or crimp in paper caused by folding.

creaser—A bookbinder's tool used to mark each side of the bands of a book to make them distinct.

creasing the joint—Indenting the covers or cases of books at the joints, by placing them between layers of boards having brass bands for that purpose, and subjecting them to pressure in a standing press.

creeping—A running together of the lines in photo-engravings, a difficulty frequently met with in processes in which gelatin films are used.

crimp—To crease or break the grain in a sheet of paper so that it will lie flat, as to crimp the binding edge of sheets for loose-leaf binders.

crochet type—Type used to form designs representing patterns of crochet work.

crock printer—One who prints the designs to be transferred to crockery.

cropped—In bookbinding, a term applied to a book when too much of its margin, especially the head-margin, has been trimmed off.

crossbar—The long or short bar which extends one or both ways across a chase in which book forms are locked up for the press, dovetailed into the rim, and dividing the chase into two or four parts.

cross direction—The direction opposite to that in which the fibers flow on a paper-making machine; hence against the grain as applied to a sheet of paper.

crosshead — In printing, a heading that occupies a line or lines extending completely across one or more columns.

cross index—See CROSS REFERENCE.

cross reference—A reference made from one part of a book or index to another part, where the same or a similar subject is treated; a cross index.

crotchets—See BRACKETS.

crowd—A sub-organization of compositors in daily newspaper offices, which regulates what portion of them shall be on duty at given periods. Also called a PHALANX.

crown—A size of paper 15x19 in the United States and 15x20 in England. The same as CROWN CAP.

crown cap—See CROWN.

crown octavo—See OCTAVO.

crushed levant—A variety of Morocco leather, characterized by a delicate grain of cobweb pattern, used for binding books.

cryptogram — See CRYPTOGRAPH.

cryptograph—A writing in secret characters, cipher, secret arrangement of letters or words, or in sympathetic ink; a cryptogram.

cub—A term applied to a young reporter on a newspaper; a beginner in journalism.

cunabula—See INCUNABULA.

curlycue — A term sometimes applied by printers to an ornament with a flourish or fanciful design on its face; a curlicue.

curved lines—Lines of type set in a curve or semi-circle.

curved plates — Printing plates, such as electrotypes, stereotypes, etc., curved to fit the cylinders of the rotary presses or machines on which they are to be used.

curvilinear composition — Type set in curved lines.

Cushing—The name of a recent style of condensed Antique type, designed by J. Stearns Cushing for the Norwood Press. Also called RICHELIEU.

cut—1. A plate or block containing an engraving or design that may be reproduced in printing; an impression from such a plate. 2. To reduce or change a writer's copy, as by an editor. 3. To severely criticise a book or its author. 4. To soften or tone down a color. 5. To be too strong or prominent, as colors that *cut.*

cut cards—Cards carried in stocks by paper supply houses, already cut to their various standard sizes, as distinguished from cards cut by the printer from full sheets of cardboard.

cut flush—See TRIM FLUSH.

cut form—A form composed of type and illustrations, or entirely of illustrations.

cut-in—Anything inserted into the text matter of a page or form, as a note heading or illustration.

cut-in head—A heading set partly or entirely in the body of a paragraph.

cut-in illustration—An illustration printed within the text matter of a page or form.

cut-in index—An index printed, stamped or pasted in spaces gouged on the fore edge of a book.

cut-in letter—A type of large size inserted at the beginning of the first paragraph of a page or form.

cut-in note—A note or gloss inserted into the text matter of a page or form, the lines of which are shortened to receive it.

cut-out—To cut a shape in a sheet of paper on a printing press by means of cutting rule bent to the desired pattern.

cutter—1. A machine for cutting paper. 2. One who operates a paper cutting machine in a printing office or bookbindery.

cutting machine—See PAPER CUTTER.

cutting-out knife—A knife used by pressmen for cutting overlays, etc.

cutting sticks—Sticks of hard wood upon which the knife in a paper cutter descends, used to protect the sharp edge of the knife.

cutting the frisket—To cut off those parts of the frisket which would otherwise intercept the print.

cyanotype—A print obtained by a photographic process, usually blue in color, and on a sensitized paper, and used in copying maps, charts, etc.; a blue print.

cycloidal engine—See GEOMETRIC LATHE.

cyclopedia — See ENCYCLOPEDIA.

cylinder—The revolving platen or bed which carries the type form or printing plate, or which produces the impression, in a cylinder printing press.

cylinder dried—Paper dried on a cylinder drying machine.

cylinder machine—1. A term sometimes used for a *cylinder press.* 2. In paper-making, a machine the wire of which is wound about a cylinder which takes up the pulp and delivers it in a continuous sheet to the driers, as distinguished from the Fourdrinier, which has a flat wire.

cylinder press — A printing press in which the impression is made by a revolving cylinder under which the form passes; also a press in which the type forms or curved plates are attached to the cylinder, and the paper on another cylinder is brought into contact with the form. William Nicholson of England took out the first patent ever issued on a cylinder press, in 1790. His machine was never perfected, but Frederick Koenig, a Saxon printer who had come to England, adopted Nicholson's idea, and after some years succeeded in perfecting a practical press that was acceptable to and installed by *The London Times*, and the issue of that journal dated November 28, 1814, is believed to have been the first newspaper ever printed by steam machinery and the first product of a power cylinder press. This press had a capacity of 1,800 impressions per hour, which was considered to be marvelous speed at that time.

D—The fourth letter of the English and most of its cognate alphabets, into which it comes through the Latin and Greek from the Phoenician and Hebrew *Daleth.* As a Roman numeral D stands for 500.

dab—1. A pad or other device used by printers and engravers to apply ink evenly to a type form or plate; a dabber. 2. A brush used by stereotypers to beat the dampened matrix paper down into the type form.

dabber—1. In type founding and die sinking, a trial impression of a die. 2. In printing and engraving, a dab. See DAB 1.

dactylology—The art of communicating ideas or conversing by means of the fingers and through the use of manual or deaf-mute alphabets. There are two deaf-mute alphabets, one in which the fingers of only one hand are required, while in the other the fingers of both hands are employed.

dagger — The character (†) used in printing and writing as a reference to a note or passage in the margin. When more than one such mark is used, the dagger comes second in order, following the asterisk (*). Also called OBELISK.

daily—A newspaper published every day, or every day except Sunday.

dance—Type is said to *dance* if letters drop out of a form when lifted off the stone.

dancer — In paper-making, a name sometimes applied to the dandy roll or dandy roller.

D. & F.—A mark or term which, when used in reference to ruling, signifies *downs and feints.* The letter "F" alone stands for *feint lines* or *feint ruling* only.

dandy roll—1. In paper-making, a hollow roll covered with wire cloth on the face of which a design or pattern is woven, and which, when impressed upon the wet paper, produces what is called the watermark; also called DANDY and DANDY ROLLER. 2. A roller sieve used in making paper to press out the water from the pulp and to set the paper.

dash—1. The mark (—) used in printing and writing to denote a sudden break, stop or transition in a sentence, or an abrupt change in its construction, a long or significant pause, or an unexpected or epigrammatic turn of sentiment; also as a sign of repetition in catalogs of goods, where it implies ditto, and in catalogs of books, where it is used instead of repeating the author's name with the title of every separate treatise of his writing; also sometimes used as marks of parentheses, and instead of the words *to* and *till,* as in chapter *xiv. 5–22,* the en dash being generally used for the latter purpose. Dashes are designated in printing according to their length, as *en dash, em dash, two-em dash,* etc., and there are also certain modifications, as *parallel dash, plain rule dash, double rule dash, diamond* or *swell dash, fancy dash,* etc. 2. A stroke or line drawn through letters or figures to erase or cancel them.

dash leaders — Type having one or more dashes or hyphens on its face, and used in printing lines to lead the eye across a page or space to the right word or number.

dash rule — Brass rule with short dashes on its face.

date line—The line or space in a printed form on which or in which the date of issue is to be inserted.

dates—Sheets printed with the days of the week or month in large type, and usually in sets, designating the time and place where an event, such as a show, theatrical performance, etc., is to be held, and attached to the large display posters and other advertising matter pasted on the billboards.

d. c. — The abbreviation for *double cap.*

dead—A term used to designate a type form that has been used, or the subject matter of which has been "killed," and is ready for distribution.

dead form—A form of type matter that has been used and that is ready for distribution, as distinguished from *live form.*

dead horse — Type matter charged before it has been set; work for which the compositor has been paid before the labor has been actually performed.

dead line—A line marked on the bed of a cylinder press as a guide for placing the form.

dead rack—A rack in which type forms are placed after they have been used and are ready for distribution.

dead slide—A slide in a composing room on which is placed dead type matter, or matter ready for distribution.

dead stone—The stone in a composing room on which is placed type matter after it has been used and is ready for distribution, as distinguished from *live stone.*

deaf-mute alphabet — See DACTYLOLOGY.

decade—One of the divisions of a book, or any literary work, that is divided into ten parts.

decalcomania — The art of transferring pictures from specially prepared paper to china, glass, marble, etc., for permanency.

deck—1. The feed boards on some types of large presses, generally known as the lower, middle and upper decks. 2. The raised platform for the foreman of a composing room, or the gallery built against the wall of a composing room for the proofreader and others, and usually referred to as the upper deck.

deckle—1. In paper-making, a separate thin frame of wood used to form the border of a hand mold. 2. A curb on either side of the apron of a paper machine, and which confines the flow of the pulp and thus regulates the width of the sheet. 3. The ragged edge of a sheet of paper, produced during the process of manufacture, by playing a stream of water on the edge of the sheet of pulp, crushing and thinning it, and giving it an uneven, feathery edge.

deckle-edge — The feathery, uneven edge on a sheet of paper, produced in manufacture, or by tearing. See DECKLE 3.

dedication—A complimentary address from the author of a book or other literary production to a patron or friend, usually recommending the work to his special favor and protection. By modern custom it follows the title, and seldom exceeds one page. Dedications became customary in the first century before the Christian era.

de-ink—To remove ink from anything, as from the disk or rollers of a printing press, or a sheet of paper.

dele—A mark used in marking proof to indicate that certain matter is to be cancelled or deleted, usually expressed by a peculiar mark. See PROOF READERS' MARKS.

delete—To erase, take out or obliterate, frequently applied to matter in a copy or proof that is to be cancelled.

delivered flat—Printed matter delivered as direct from the press, and without folding, etc.

Della Robbia—A style of type of Roman face suggested by letters cut in stone by Lucca Della Robbia, an Italian sculptor of the fifteenth century.

Delphin Classics—An edition of the Latin classics prepared by order of Louis XIV of France, in the seventeenth century, for the use of his son, and greatly esteemed because of their accuracy.

de luxe edition—Any edition of books made or devised with unusual elegance, both as to workmanship and materials used.

demitint—See HALF TINT.

demy — 1. A size of paper 16x21 in writing, 15x20 in drawing and 18x22 in boards in the United States; in England, 15½x20 and 17½x22½. 2. Pertaining to, or made of, paper of demy size, as a *demy book.*

demy letter head—A letter head 8x10½ in size.

demy octavo—See OCTAVO.

dentelle — In bookbinding, a fine tooled border resembling lace-work.

depositor — An electroplater, so-called because he deposits one substance upon another.

descendant—See DESCENDING LETTER.

descender—That part of a type character which extends below the bottom line of ordinary letters; a descending letter or descendant.

descending letters — Letters whose lower stroke goes below the bottom line of the ordinary letter, as *g, j, p, q* and *y* of the lower case, and *f* in Italic fonts; a descendant or descender.

device—See PRINTER'S DEVICE.

devil—See PRINTER'S DEVIL.

DeVinne—The name of a strong, graceful Roman letter, fashioned after Caslon, but possessing characteristics of beauty all its own. It was designed by F. W. Goudy and named for Theodore L. DeVinne.

DeVinne Outline—The name of an outline type, the companion to DeVinne. It is extensively used by newspapers because of its gray tone.

diacritical marks — Marks used in printing and writing to indicate the correct pronunciation of letters.

diaeresis—A mark consisting of two dots placed over a vowel to denote its pronunciation in a separate syllable, used especially over the second of two adjacent vowels that are to be pronounced as distinct letters. Also written DIERESIS.

diagram—In printing, a *layout* for a compositor, make-up man, stoneman or pressman, indicating the desired arrangement of matter to be printed. See LAYOUT.

diamond—The name of a size of type, 4½-point in the American Point System, larger than *brilliant* and smaller than *pearl.*

Diamond card press — A small press designed exclusively for printing cards, formerly built by S. P. Ruggles of Boston. *Now obsolete.*

diary—1. A book or register of daily occurrences, being especially the experiences or observations of the writer. 2. A book arranged with lines, dates, etc., for convenient use as a diary.

dictionary—A book containing the words of a language or the subjects of some branch of science, art, etc., with explanations of their meanings, usually arranged in alphabetical order; a wordbook, vocabulary or lexicon. The first dictionaries of the English language were those of Richard Huloet, issued in 1522, John Baret, published in 1573, and Dr. John Bullokar, 1616, while that of Dr. Samuel Johnson appeared in 1755. The first American dictionary was that of Noah Webster, first published in 1828.

die—1. A metal plate or block, sometimes one of a pair, engraved with letters, words or designs, used for embossing, for stamping book covers, etc. 2. A steel knife fashioned to any desired shape for cutting out paper, cardboard, etc.

die-out—To stamp with a die.

die plate—A perforated plate to use as or with a die.

dieresis—See DIAERESIS.

diesinker—An engraver of dies.

diesis—See DOUBLE DAGGER.

die-stamping—The act of impressing or stamping letters or designs on paper, leather or other material by means of metal dies.

digit—Any of the ten figures or characters, 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, by which numbers are expressed.

diglot — Being in two languages, as a *diglot* edition, a *diglot* Bible, etc.

digraph—Two vowels or two consonants with but one sound, as *ea* in *dead*, *th* in *both*.

dilettante—In popular use, an amateur, or one who follows a trade or art, as printing or bookbinding, for pleasure or amusement.

Dilettanti Society—An association founded in London in 1734 for the purpose of encouraging art and science, and which published many splendid and celebrated works on various subjects.

ding-bat head — A special "freak" heading used by a newspaper on feature stories, usually including a type face distinct from other headline faces.

diphthong—A union of two vowels in one syllable, forming a compound sound, as *oi* in *soil*, *ou* in *out*, etc. Also a combination of two consonants that blend intimately in one syllable, as *ch* in *church*.

diptych—Among the Romans, a tablet of wood, metal, ivory or other material, used for the purpose of writing, and folded like a book into leaves; hence, anything folded into two leaves.

direct-by-mail advertising—A method of advertising in which the descriptive matter is mailed direct to the prospective customer, as distinguished from newspaper or other kinds of advertising.

direction word—See CATCHWORD 1.

directory—A book containing the names and addresses of the inhabitants of any place, or of classes of them, as those engaged in a particular business, profession, etc. The first directory ever printed is believed to have been "*The London Directory; or a List of the Principal Traders in London,*" published in 1732 by Henry Kent, a London printer, from ideas originated and turned over to him by James Brown of Kelso, Scotland.

direct printing—Printing direct from the surface of type or plates, as distinguished from *offset printing* and similar methods.

direct process—In engraving, the process of getting the halftone negative direct from the object instead of from a photograph or drawing. It is practicable in the case of small objects, such as jewelry, cutlery, rugs, linens, etc., where the article has been carefully prepared and arranged, and it gives a reproduction that is faithful in detail.

dirty proof — A proof that contains many errors or typographical imperfections; a foul proof.

disc—1. The flat, round ink plate on a platen press; an ink disc. 2. One of the inking wheels on a disc ruling machine. Also spelled DISK.

disc ruling machine—A ruling machine that transfers the ink to the paper by means of thin revolving discs instead of by pens. On these machines both sides of the sheet can be ruled at one time; and some of them will rule, count, perforate, slit and jog the sheets, all in one operation.

disfigure—To batter a form of type or a plate so that the matter cannot be read, as in the case of an objectionable word discovered after a form has gone to press.

dished—A printer's term used to describe letters or plates having the defect of low centers and high edges.

disk—See DISC.

display—To set printed matter in display style; or matter so set. See DISPLAY MATTER.

display cards—Printed advertising cards, used for display in shop windows, street cars, theatres, etc.

display matter—Printed matter rendered conspicuous by the use of prominent type, or by contrasting sizes and styles of type and varying lengths of lines, as distinguished from *text matter*.

display type—Large, conspicuous type, or type of a pronounced design, used in setting display matter. Also usually any type larger than 14-point as distinguished from *body type.* Called also JOB TYPE.

dissect—To break up type matter set in one form, and arrange it in different forms for printing in two or more colors.

dissing — A printer's slang term for distribution.

dissyllable—A word containing but two syllables.

distemper—A preparation of opaque or body colors, mixed with size instead of oil, and formerly used as printing ink. The original block books were printed from distemper, which was usually brown in color; and for some time after impressions from type were produced by inks made with oils, the accompanying illustrations from wooden blocks continued to be printed with distemper, it being supposed that they could not be produced by the same ink as that used for the type part of the form.

distributing machine — Any machine for performing automatically the operation of type distribution.

distributing rollers — The rollers on a printing press which distribute the ink evenly over the surface of the form to be printed.

distribution—1. The act of separating type which has been used, and returning the characters and materials to their proper receptacles; machine-set type and slugs are said to have been distributed when they have been returned to the machine or melting pot. 2. In presswork, the process of spreading ink evenly over the rollers so that they, in turn, will spread it evenly and smoothly over the surface of the plates or type to be printed.

distributor—1. One who distributes type, or a machine for the same purpose. 2. A device on a printing press for distributing ink evenly over the rollers.

ditto—The same; the aforesaid thing; expressed in printing and writing by two inverted commas, or short vertical dashes or dots, and, in some works, by dashes, and also by its abbreviated form of *do.*

dittograph—Letters or words repeated unintentionally in copying or composition.

divide into takes — To divide a long report into *takes* by the copycutter, so that several operators or compositors may work on it at the same time, for the purpose of expediting the work.

divider—A strong, heavy sheet of paper or cardboard used to divide the different sections of a book when two or more sections are bound under one cover.

divinity calf—A leather made of calfskin, stained dark brown and worked without gilding, much used for binding theological books.

divinity circuit binding—A style of binding used principally on Bibles and Prayer Books, which is a full flexible binding of soft leather with the edges extended so as to fold over to protect the edges of the leaves. Also called YAPP BINDING.

do.—Abbreviation for *ditto.*

document—Anything written, printed or inscribed, usually of a legal character and of a permanent nature.

document manila — See TAG BOARD.

dodecagon—In printing, a sheet of paper cut with twelve sides and twelve angles; polygon; many sided.

dodger—A small printed sheet containing an advertisement; an advertising circular; a handbill; a nudger.

dogs—The device for holding extension pens on the beam of a ruling machine.

dog's-eared—A term used to describe a book that has been injured or disfigured by having the corners of its leaves turned down.

dog's letter—The letter R, especially when trilled, so-called from the Latin *littera canina* (dog's letter), the name given to the letter by the Romans as early as Lucilius, who lived in the second century B. C.

Domesday Book — A book containing the ancient record of the survey of the lands of England, made by order of William the Conqueror in 1086. It consists of two volumes, one a quarto, sometimes called Little Domesday Book, and a large folio called the Great Domesday Book. The work is of special interest to typographers for the reason that it gives the exact form of the letters used, and the mode of writing adopted, over eight centuries ago. It is often written or referred to as DOOMSDAY BOOK.

dominical letter—The letter which represents Sunday, or the Lord's Day, in almanacs, used chiefly to aid in finding the date of Easter. The first seven days of the year are represented by the first seven letters of the alphabet, and whichever letter happens to designate Sunday becomes the *dominical letter* for that year, except in the case of leap year, when the letter for January and February is the first one, and for the remainder of the year the second one. Also called SUNDAY LETTER.

Donatus—The Latin grammar of Donatus, or *Donatus de Octo Partibus Orationis,* a school book, and one of the most popular block books of Holland in the fifteenth century. Its various editions figure prominently in the dispute regarding the use of movable wooden types by Koster of Haarlem. It seems quite probable that many school books of this kind were produced by different methods, as many fragments are still in existence, both in small folio and quarto form, and some copies of the *Donatus,* believed to have been printed from leaden type on account of their blurred and indistinct appearance, have been credited to Gutenberg as being one of his earliest attempts at Strasburg.

done out of boards—In bookbinding, a volume is done out of boards when it is cut before the boards are affixed.

Doomsday Book—See DOMESDAY BOOK.

Doric—1. In England, a name sometimes given to a face of type commonly known as Gothic in the United States. 2. In the United States, the name of a heavy-faced Antique type, characterized by precision of lines and serifs.

Dorsey—A style of type similar to OLD STYLE ANTIQUE.

dot leaders—A type having a row of dots on its face, and used in printing lines to lead the eye across a page or space to the right word or number. They are designated as three-dot leaders, four-dot leaders, etc., according to the number of dots to the em.

dotted rule—Brass rule with a dotted face. See RULE 1.

double—1. Among compositors, a word or phrase unintentionally and improperly set up a second time. Also called a DOUBLET. 2. Among pressmen, a sheet twice *pulled* and blurred or *mackled*.

double atlas—A size of paper in England, 31½x55.

double cap—A size of paper, 17x28.

double character—See DOUBLE LETTER 1.

double columbian — An old size of type, about 32-point in the American Point System.

double copy—A size of paper, 20x33.

double crown—A size of paper, 19x30 in the United States and 20x30 in England.

double cylinder—A printing press having two cylinders over which paper is fed to one form.

double dagger—The character (‡) used in printing and writing as a reference to a note or passage in the margin. It stands third in order, and follows the dagger or obelisk. Sometimes called DIESIS.

double dash—1. A character used in printing, consisting of two parallel horizontal rules, one with a heavy face being above one with a light face. 2. In manuscript copy, sometimes applied to a dash two ems or more in width or, in typewritten copy, two hyphens to indicate the use of an em dash in type. See DASH.

double demy, broad—A size of paper, 21x32.

double demy, narrow — A size of paper, 16x42. In England double demy is 22½x35.

double double cap—A size of paper, 28x34, the same as THEOREM.

double double crown— A size of paper 30x40.

double double folio—A size of paper, 34x44.

double elephant—A size of paper, 27x40; formerly also 26x40.

double ender—Designating a kind of cylinder press which has two inking fountains, one at either end of the press, which supply ink in equal quantities to both ends of the form.

double English—The name of a size of type, 28-point in the American Point System, larger than *double pica* and smaller than *five-line nonpareil.*

double folio—A size of paper, 22x34.

double folio pages—Blank books with long and short leaves are said to have double folio pages; that is, the same folio covers the entries on four or more pages.

double foolscap—A size of paper, 17x27 in paper and 18x29 in boards.

double four pound—A size of brown paper, 22x31.

double frame — A frame which holds two pairs of type cases.

double great primer — The name of a size of type, 36-point in the American Point System, larger than *four-line-brevier* and smaller than *double paragon.*

double imperial—A size of paper, 30x44; formerly, also 32x44 and 32x46.

double imperial cap—A size of brown paper, 29x44.

double large—A card size, 4½x6.

double large post—A size of paper, 21x33.

double-leaded—Type matter spaced out by having two leads placed between lines.

double letter—1. A type character on which two or more letters are cast on one shank, as *ff, fi, fl, ffi, ffl, æ, œ,* etc.; a double character; a ligature. 2. A size of paper, 16x20.

double medium, broad—A size of paper 23x36.

double medium, narrow—A size of paper, 18x46. The name DOUBLE MEDIUM was also formerly given to two other sizes, 24x37½ and 24x38.

double packet—A size of paper, 19x24, the same as ROYAL, PACKET FOLIO, EXTRA FOLIO and LARGE CHECK.

double paragon—The name of a size of type, 40-point in the American Point System, larger than *double great primer* and smaller than *meridian.*

double pica—The name of a

size of type, 24-point in the American Point System, larger than *paragon* and smaller than *double English.*

double post—A size of paper, 19½x31½.

double pott—A size of paper, 15x25.

double-price matter—A term applied to slug-machine composition (matter set on any machine which casts an entire line of type in one piece or slug, and not always applicable to matter set on machines casting individual types) which, because of unusual difficulty and time required in setting, is charged at the rate of two lines for one, or at double price per 1,000 ems. It includes counted lines to run around cuts, initial letters, etc.; counted lines to run between cuts; counted lines for any purpose; (counted lines are measured full width of measure) lines containing small caps, Italics or black face; tabular and other matter requiring more than one justification.

double royal, broad—A size of paper 24x38.

double royal, long—A size of paper, 19x48. The name DOUBLE ROYAL was also formerly given to size 26x40. In England it is 25x40.

double rule—Two brass rules placed side by side, for use as a double-rule border. See RULE 1.

double rule dash—See DOUBLE DASH.

double small—A card size, 3½x5.

double small pica—The name of a size of type, 22-point in the American Point System.

double small post—A size of paper, 19x30½.

double stitch—See STITCH.

double super royal—A size of paper, 20x56, 28x40, and 27½x43; formerly also 28x42 and 29x43.

doublet—See DOUBLE 1.

double title—A book having two title pages, usually one in each of two languages.

double-truck heading — A headline running across the full spread of a newspaper; also, any make-up of illustrations or text matter spanning the fold between pages.

doublette—See REPLICA.

dovetail—A form made up of pages which do not run in consecutive order.

dovetailing—The arranging of leads, when doubling them up, so that they overlap or break joints.

down—See KEEP DOWN.

draft — A drawing or layout of a prospective type form; a sketch, as a rough draft of a circular.

drafting paper—A paper possessing a hard surface and good erasure qualities, used by architects, engineers and draftsmen for making drawings, plans, etc.

dramatic editor — One in charge of editing and writing theatrical news. Also frequently acts as critic or reviewer of theatrical performances.

draught—See DRAFT.

draw—When one or more letters are drawn up or pulled out of the type form by the action of the rollers on the press, due to bad lock-up or insufficient justification of lines, they are said to *draw*. When the letters are drawn out they cause an *out* in the printed sheet, and if merely drawn up, a *batter* on the face of the form.

draw-arm — The arm that draws the carriage on a printing press.

drawing paper—Paper prepared especially for the use of draftsmen or artists.

draw sheet—The top sheet of the tympan on a printing press, and the one on which the first impression is taken. Also called TOP SHEET.

dressing a chase—Fitting the form and chase with proper furniture and quoins. Also called DRESSING A FORM.

dressing a form—See DRESSING A CHASE.

drier—Any substance, usually a varnish, added to printing ink to insure quick and perfect drying on the printed sheet.

drive — In type founding, an impression or matrix produced by a punch or drift.

drive out — To space widely or excessively between the letters and words of a line of type matter.

drop bar—A bar or roller on a printing press used to guide the sheet while it is being fed into the machine.

drop-folio—A folio or page number placed at the bottom of a page.

drop guide—See FEED GUIDE.

drop-letter—A large letter used for ornamentation at the beginning of a chapter or article.

dropped head—A heading of an article or chapter sunk down on the page.

drop roller—A roller on a printing press that drops at certain intervals for the purpose of carrying the ink from the ink fountain to the distributing table and rollers; a ductor.

drum—See WHEEL.

drum cylinder press — A printing press with a single large cylinder, so called to distinguish it from the more universally used small cylinder press.

dry-brush—1. A technique in drawing in which a stiff bristle brush, slightly moistened with ink or paint is used instead of, or in combination with, pen or chalk lines. 2. The condition of the brush as used in dry-brush drawing.

drying rack—A rack on which printed sheets are placed to dry.

dry point—A fine sharp point used in copperplate engraving to draw fine lines, and to make fine points in stippling and engraving.

dry proof paper—A special paper that can be used without dampening for taking proofs of type forms.

duck—See CANVAS.

duck's bill—A tongue cut in a piece of stout paper and pasted at the bottom of the tympan of a press to support and guide the sheet in feeding.

duct—An ink fountain on a printing press.

ductor—See DROP ROLLER.

ductor keys—Screws on the ductor of a printing press to regulate the flow of ink.

dull finish — A descriptive term applied to paper with an unglossed or uncalendered finish.

dumb—This word is sometimes used instead of the word "*blind*" in such terms as *blind printing, blind tooling, blind perforating*, etc.

dummy—A set of sheets or leaves made up to show in advance the size, shape, form and general style and plan of a contemplated piece of printing, such as a book, pamphlet, catalog, etc.

dump — The *dead stone* in a composing room, where *dead* forms are placed for distribution.

dump the stick—A printer's term, signifying to dump or unload the matter in a composing *stick* on the galley.

Dunk's chromatic press — A press patented by A. A. Dunk of Philadelphia for printing in five or more colors at one time. *Now obsolete.*

duodecimo—1. A size of book established by folding a sheet, or a series of sheets, into twelve leaves, or twenty-four pages, each usually measuring about 5x7½ inches; also called TWELVEMO, and abbreviated to 12MO. 2. Having twelve leaves, or twenty-four pages, to a sheet, as a *duodecimo book.*

duograph—A picture printed from a *duotype;* a two-color halftone print.

duotone ink—An ink which, when used in printing halftones, gives the work the appearance of having been printed in two colors.

duotype—Two halftone plates made from the same copy, and from the same halftone negative, but etched differently so as to produce the color values in each plate necessary to obtain the desired color combination, when printed impressions from the plates in their respective colors are superimposed. The prints from a duotype are termed *two-color halftones*, or *duographs.*

duplex paper—Paper colored or finished differently on each side.

duplex press—A two-cylinder press which prints, from either a roll or sheets, both sides of a sheet at one operation.

duplicate forms — See MANIFOLD FORMS.

duplicate, in — In printing, designating anything that is printed in two copies that are both the same, or practically the same.

duplicating paper—A general name given to papers used for duplicating and manifolding work. It includes the thin papers used for manifolding, in which more than one copy of a writing is taken at one time, and also the kind of paper required for certain duplicating machines.

Durcresque—Resembling the style and work of Albert Durer, a German painter, designer, sculptor and engraver on wood, who lived from 1471 to 1528, and who introduced great improvements into the art of wood engraving and invented the method of printing woodcuts in two colors.

duster — In paper-making, a machine used for stirring up and removing the dust from rags.

dusting colors—Bronze powders of various colors used for dusting over a surface printed in size.

Dutch engine—A hollander or beating engine used in paper-making.

Dutch gold—The commercial name for copper, brass and bronze leaf, used for ornamenting paper, books, toys, etc.

Dutchman — 1. A piece of wood or metal driven into a form to tighten letters or lines in botchy work. 2. A filler. See FILLER 1.

Dutch paper—A hand-made rag paper of fine quality, with a rough surface and deckle edge.

dwell—The short intermission, with a continuance of pressure, in the motion of a platen press, when the type form *dwells* against the sheet while the impression is being made.

E

E—The fifth letter of the English, Latin and kindred alphabets, derived from the Greek and Phoenician, and probably also the Egyptian, alphabets. As a medieval Roman numeral the letter stands for 250.

ear of the frisket—The iron thumb-piece or projection nearest the workman at the edge of the frisket on a printing press.

easy pull—See PULL.

eclectic—not original, but formed from selections of what is considered to be the best from various sources or systems. The term is applied to magazines and other publications made up of reprinted articles.

ectypography—A method of etching in which the design is reproduced upon the plate in relief instead of being depressed or cut in.

edge roll — A tool used by bookbinders to *roll* in decoration on the edges of book covers.

edge rolled — A bookbinder's term used to describe books the edges of whose cover boards have been *rolled,* whether blind or in gold.

edit—To revise, correct or prepare copy for publication; to direct the policies of a newspaper or magazine.

edition—1. The form in which a literary work or group of works is *produced*, as regards typography, presswork, binding, illustrations, paper, etc., as a de luxe *edition* of Scott's novels; the form in which such a work or group of works is *published,* with reference to edited text, as Theobald's *edition* of Shakespeare. 2. The entire number of copies of a work printed and published at one time.

edition binding—The binding of large numbers of books of single title, or of sets of books.

edition de luxe—See DE LUXE EDITION.

editio princeps — A Latin term meaning the *first edition* of any work or works. It is often abbreviated to *princeps.*

editor—One who revises, corrects, prepares or writes copy for publication, whether for a neswpaper, magazine or work of reference; one who directs the policies of a newspaper or magazine; one who has supervision of a department of a newspaper or magazine, as *financial editor, sports editor, city editor,* etc.

editorial—1. An article in a newspaper or magazine, expressing the views of the editor or publisher on any question. 2. Pertaining to, or written or sanctioned by, an editor, as *editorial criticism.*

egg shell finish—A dull, soft, rough finish on paper, especially book paper, produced by omitting the calendering in manufacture.

eidograph — A device for copying drawings on the same or a different scale; a form of the pantograph.

eighteenmo — See OCTODECIMO.

eighteens—See OCTODECMO.

electrography — See GALVANFGRAPHY.

electrotint—A method of producing printing plates electrically by drawing a design on a flat metal surface with a non-conducting substance, electroplating so as to produce a coating on the exposed parts of the metal, and using the intaglio so produced to make a cast which is the plate to be used for printing.

electrotype — A facsimile plate of a type form or another plate, produced by taking an impression in wax, depositing in this mold a thin shell of copper or other metal by an electroplating process, and backing with type metal. When and by whom the process was discovered is a matter of controversy, but it is believed that the issue of *The London Journal* for April, 1840, contained the first specimen of printing from an electrotype; and Joseph A. Adams, a wood-engraver of New York, who commenced experiments in electrotyping plates from wood cuts in 1839, produced a plate which was used in *Mape's Magazine* in 1841.

elephant—A size of paper, 23x28 in the United States and 23x30 in England; also 24x34 in brown paper. Formerly the name for size 22¼x27¾.

Eliot's Indian Bible—A book containing the entire Scriptures, together with the complete New England Psalm-Book in Indian verse, printed at Cambridge, Massachusetts, in 1663. It is one of the typographical curiosities of America, being the result of the first attempt to translate the Scriptures into an Indian dialect.

Elite Typewriter—A style of type used in imitation typewriter printing. It is characterized by a smaller face than that of the *pica* typewriter type; equivalent to 10-point in the American Point System.

ellipsis—A mark used in printing to denote the omission of letters or words from a grammatical construction, and represented by dashes (———), asterisks (*****) and leaders (............). Dashes are most often used to indicate the omission of letters in a word, as O———n for Oregon, but when it is desired to indicate the exact number of letters omitted, asterisks or leaders are generally used as *O***o for *Ohio or L . . . . . . n* for *Lincoln,* Asterisks, or three periods placed one em apart, are most frequently used to denote the omission of words from a sentence.

Elzevir — 1. Designating, or pertaining to, books or editions printed by the noted family of printers named Elzevir who flourished in Holland from about 1592 to 1680, and whose productions were famous for the beauty of their type, the elegance of their typography, the excellence of their presswork and the accuracy of their text. 2. A style of letter or type of Roman face, cut in imitation of that used by the Elzevir family of printers, and which is said to have furnished the basis for the famous type of Caslon.

em—The square of the body of a type, used as a unit of measurement for printed matter; formerly the portion of a line occupied by the letter *m*. Also written M. See also EN.

emboss—To produce a design or lettering in relief upon a plane surface, such as paper in printing or engraving, or leather in bookbinding.

embossed printing—Embossed or raised lettering or designs produced by means of dies on a printing press, or by the use of certain substances dusted on the printed surface and caused to be raised by heating. Also called PROCESS EMBOSSING, RELIEF PRINTING, BAS-RELIEF PRINTING, etc.

embossed typography — A method of printing for use of the blind. See BLIND, PRINTING FOR THE.

embossing imprint—A device invented by Henry Wilson of Chicago, which could be attached to a platen press and used to emboss an imprint on a sheet at the same time the printed impression is made.

embossing press—Any press used by engravers, printers, bookbinders, etc., to produce embossed work.

em dash—The mark (—) used

in printing, being equal in length to the depth of the body of any type of which it is a part. See DASH.

emendation — Critical alteration or correction of the text of literary matter, intended to improve the character of the work.

emerald — In England, the name of a size of type, intermediate between 6-point and 7-point in the American Point System.

em paper—See M PAPER.

emperor—A size of paper, 40x60 in the United States and 48x72 in England.

em quad—See EM QUADRAT.

em quadrat—A block of type metal, less than type-high, of equal width and depth, and equal to the square of the depth of the letter of the font to which it belongs, used to fill out blank spaces in a line. Also called EM QUAD.

en — A unit of measurement in type matter, being the same depth and one-half the breadth of an *em* in any body of type. See EM.

enamel finish—A finish on paper produced by coating it with a mixture of china clay, satin white and casein, which gives it a hard, smooth finish, either glossy or dull.

encyclopedia—A work giving a comprehensive summary of knowledge in any field, or in various fields, of learning, treated in separate articles, and usually arranged in alphabetical order; a cyclopedia.

en dash—The mark (–) used in printing, being one-half the length of an *em* dash, or of the *em* of the font of type of which it is a part. See DASH.

end even—To end a *take* of type matter so that the last letter in the last line ends flush. See MAKE EVEN.

end paper—An extra sheet of paper, either plain or printed with a decorative design, placed between the cover and the body of a book for the purpose of embellishment. Sometimes one-half of the sheet is pasted down to the inside of the cover, this part serving as a lining, while the remaining half is used as a fly-leaf. Also called END SHEET, SECONDARY COVER, WASTE PAPER and LINING PAPER.

end sheet—See END PAPER.

end, the—Words placed at the end, and signifying the conclusion, of a book; finis.

engine press—A press formerly made by S. P. Ruggles of Boston, in which the type faced downward in the form.

engine-size—In paper-making, rosin or other sizing material added to the pulp in the beating engine so that it mixes evenly through the paper, as distinguished from *tub-size,* which is applied to the surface of the made sheet.

engine-sized—Paper in which the sizing material has been mixed with the pulp in the beating engine, instead of having been applied to the surface of the made sheet, as is done in tub-sizing.

English—1. The name of a size of type, 14-point in the American Point System, larger than *pica* and smaller than *Columbian.* It is called MITTEL by the Germans, and ST. AUGUSTIN by the French and Dutch. 2. An English translation of a foreign word or phrase; the plain meaning of anything obscure or involved.

English finish — A special dull, smooth finish on some book papers, produced while on the paper machine.

English Script — A style of Script type, characterized by delicate lines, made in imitation of a lettering used by copperplate engravers.

Engravers' Bold—A style of type of Roman face, made to imitate a letter used by copperplate engravers.

engravers' boxwood — See BOXWOOD.

Engravers' Old English—A popular style of Text type, fashioned after a letter used by copperplate engravers.

engraving—1. The art or process of producing a design, by incision or corrosion, upon the surface of blocks of wood or plates of metal. 2. The act of taking an impression or print from an engraved plate, or the impression or print so taken. See COPPERPLATE ENGRAVING.

en quad—See EN QUADRAT.

en quadrat—A block of type metal, less than type-high, one-half as wide as an *em quadrat,* and used for spacing where something narrower than an *em quadrat* is necessary. Also called EN QUAD.

envelope—A wrapper or cover especially designed to inclose anything, such as a letter, circular, etc., particularly if the inclosure is to be sent through the mails. The origin and use of envelopes, except to a limited extent, is of comparatively recent date, as it was not until about 1839 that they came into use in France and England, and a few years later before they were introduced into the United States.

envelope enclosure—See ENVELOPE STUFFER.

envelope paper—Paper especially adapted for the making of envelopes because of its superior folding qualities.

envelope stuffer — Advertising matter in the form of a small circular, etc., which may be included with letters in an envelope; envelope enclosure.

epigraph—A quotation from some author, or a sentence framed especially for the purpose, placed at the beginning of a work, or at the beginning of one of its separate divisions.

epistle—A writing, communication or letter, usually in formal or elegant style, directed to some person or persons; especially one of the addresses of the Apostles to their Christian brethren, contained in the New Testament.

epitaph—An inscription on a tomb in memory or commendation of one buried there, or a short writing formed as if to be inscribed on a tomb.

epitome—An abridged or curtailed statement of the contents of a topic or a work; an abstract; a summary.

erasure—The act of effacing or obliterating anything written, engraved or printed; also the place from which something has been erased.

errata—The printed list of mistakes contained in a printed work, generally restricted to typographical errors, but sometimes including imperfections in presswork and binding. They are placed immediately before the body of the work, or at the end of it, and usually on a separate page or slip. In the singular, *erratum.*

esparto grass — A Spanish grass used extensively in making paper.

essay—An analytical or interpretive literary composition, usually brief, and dealing with its subject from a more or less limited and personal standpoint.

estimate—In printing, an itemized list or oral statement of the approximate costs of certain work, based on either complete or incomplete data. For the distinction between ESTIMATE and BID, see BID.

estimator—In printing, one who estimates in advance the cost or selling price of certain work.

etching — 1. The process of producing a design upon a plate of steel, copper or zinc by means of drawing lines with an etching needle through an acid-resisting coating upon the surface of the plate, and then covering this surface with an acid which corrodes the metal in the lines thus laid bare. 2. A plate with an etched design upon its surface. 3. The art of producing impressions on paper or other material from an etched plate, or the impression so produced.

etching ball—A ball of *etching ground.*

etching ground—A gummy substance spread over the surface of a metal plate that is to be etched, used to prevent the acid from corroding the metal except where it has been scratched with the etching needle. Also called ETCHING VARNISH.

etching needle — A sharp pointed steel instrument used by engravers for drawing designs in the ground or varnish on a metal plate for etching. Also called ETCHING POINT.

etching point—See ETCHING NEEDLE.

etching varnish—See ETCHING GROUND.

eulogy—A composition or address in commendation of something, as in praise of the character or services of an individual.

euphony—That quality or effect produced by words so combined and uttered as to be pleasing and harmonious to the ear.

even—See MAKE EVEN.

even folio—A folio consisting of an even number, as *2, 4, 6,* etc.

even headline—The headline of an even page, made so in setting by the compositor placing the *folio* at the near end of the *stick.*

even line—To make the matter in a *take* begin and end with even or flush lines. See MAKE EVEN.

even number—Any number that can be divided by two without a remainder.

even page—A page whose folio consists of an even number, as *2, 4, 6*, etc., as distinguished from an *odd page*. The even page folio always stands at the left hand opening of a book.

excelsior—The name of a size of type, 3-point in the American Point System, smaller than *brilliant. Seldom used.*

Excelsior card and job press—A platen press for small commercial work, patented, and at one time manufactured, by William Braidwood of New York. *Now obsolete.*

exchange cap—The name of a size of paper, the same as CAP, or 14x17, and applied only to light-weight, highly calendered, hard, strong papers suitable for printing bills of exchange, drafts, etc.

exclamation mark—See EXCLAMATION POINT.

exclamation point—The character (!) used at the end of an exclamatory word, phrase or sentence. Also called EXCLAMATION MARK, NOTE OF EXCLAMATION and SCREAMER.

ex libris—A Latin term signifying *from the books of*, and used to designate a label or inscription placed upon or within a book to show its ownership; a bookplate. It usually consists of the words *ex libris* followed by the name of the owner, with some appropriate picture or design.

exordium—The introductory part of a written composition or formal address.

expanded type—Type characters whose face is somewhat wider than the standard proportion of lettering, but not so wide as *extended type*.

expanding space—A space automatically cast on the Monotype machine, which is of such width that, with other similar spaces, it will justify the line of type in which it occurs, as distinguished from a *fixed space*. See SPACE.

expurgated edition—An edition of a book or work in which obscene, offensive, erroneous or other objectionable matter has been omitted.

Expurgatory Index—See INDEX EXPURGATORIUS.

extended type—Type characters whose face is considerably broader than the standard proportion of lettering.

extension cover—A cover which projects slightly beyond the outer edges of the inside pages of a book. The opposite of a cover which is *trimmed flush,* or trimmed after it has been affixed to the book.

extra—An edition of a newspaper containing important news, and issued at a time other than the regular hour of publication.

extra check binding—A strong and durable style of check binding, in which the book has heavy fiber board sides covered with cloth, leather back, pasted end sheets, and is side stitched and usually trimmed flush.

extra condensed type—Type characters whose face is considerably narrower than the standard proportion of lettering, being narrower even than *condensed type.*

extract—A quotation, selection or passage taken from a writing or discourse.

extra folio—Formerly a size of paper, 19x24, the same as ROYAL, PACKET FOLIO, DOUBLE PACKET and LARGE CHECK.

extra packet post—A size of paper, 11½x18½.

extra-price matter—A term applied to slug-machine composition (matter set on any machine which casts an entire line of type in one piece or slug, and not always applicable to matter set on machines casting individual types) which, because of unusual difficulty and time required in setting, is charged at a rate somewhat higher than that for ordinary *straight matter.* It includes matter set all in black face, matter set all in *Italics,* and *butted slug* (over 30 ems) matter, and is variously termed extra price, price and one-half, double price and time basis matter.

extra size folio—A size of paper, 19x24, the same as ROYAL; also sometimes 18x23 and 19x23.

eyeletting—The act of inserting and fastening metal eyelets in holes punched in heavy paper or cardboard, for the purpose of reinforcing and strengthening the hole, as is done in tags, calendars, etc.

F—The sixth letter of the English, Roman, early Greek and Semitic alphabets. As a medieval Roman numeral the letter stands for 40.

f.—An abbreviation of the word *feint,* and which, when used in reference to ruling, signifies *feint lines* or *feint ruling;* D & F. stands for *downs and feints.*

fabrikoid — See IMITATION LEATHER.

fac—An old name for blocks or borders mortised to receive initial letters; the same term was applied to the embellishments in type characters which gradually superseded hand illumination around initials and down the sides and centers of pages, and also to head bands and other typographical ornamentations.

face—1. That part of a type character which appears in relief on the end of the type and which produces the impression in printing. 2. The printing surface of a plate. 3. The style or design of type, as *Roman face, Italic face.* 4. The printed side of a page or document. 5. The front edge or fore edge of a book. 6. The side of a page of type matter, from which the print is taken.

face of the page—The upper side of a page of type matter, from which the print is taken.

facsimile—An exact copy or reproduction of anything; frequently applied to autograph signatures, works of art, engravings, printed pages or books which closely resemble older works, etc.

factum — A term sometimes used in Canada for a court brief.

faint lines—See FEINT LINES.

fairy—See ANGEL.

fake—1. To fabricate or doctor a news story; to "cook up" a story, or to color and sensationalize an event by misrepresentation or fictitious detail; a story so produced. 2. To produce anything, as a piece of printing, by means of materials and devices other than those intended to be used for the purpose.

fall-out—When any part of the type matter in a form drops away from the chase, through shrinkage of the furniture or careless lock-up, it is termed a *fall-out.*

family—The complete group or collection of all the sizes and styles of type of the same design, as the *Cheltenham family*, the *Aldine family*, etc.

fancy calf—A colored calfskin used in binding books.

fanfare—A style of binding books, with a profuse display of skill in depicting flowers and foliage in tooling.

fanning out—A term applied to the act of spreading out the edges of a number of sheets of paper, or the leaves of a book, in compact fan fashion, for facility in counting; the working out of the ends of a pile of sheets for gluing or pasting, preparatory to tipping into books, or the like.

farming—An old-time practice in the printing trade, by which the composing room or other departments of a shop were farmed out or leased to workmen or others, the purpose being to produce a greater output by constant driving and long hours of labor.

farm out—To have all or part of the work on a piece of printing or bookbinding done in another shop, as when a printer has the ruling and binding on a job done by a trade bookbindery.

fat—See PHAT.

fat-faced type—Type characters with a broad, thick face; expanded or extended type.

father of the chapel — See CHAIRMAN OF THE CHAPEL.

fat take—See PHAT TAKE.

feather-edge deckle — The rough, tapered edge on paper, produced in manufacture.

feathering—1. The blurring, spreading effect produced on the surface of some papers when written on with ink, indicating that the paper has been improperly sized for writing purposes. 2. A term used by bookbinders to describe the operation of dabbing the glue brush upon its center on a flat surface in order to spread the bristles.

fecit—A Latin word, meaning *he did it*, sometimes added to the name of the artist inscribed upon an engraving or picture, to designate the designer.

feed—To place paper, or any material to be printed or ruled, into a printing press or ruling machine.

feed board—The board on a printing press or ruling machine which holds the paper or other material that is to be fed into the machine.

feed edge—The sides of a type form locked in a chase which, when the impression is taken on the tympan, will be bounded by the gauge pins.

feeder—One who feeds paper into a printing press or ruling machine, or the device on automatically-fed machines which performs the same function.

feed gauge—See FEED GUIDE.

feed guide—A device on a printing press for holding the sheets of paper and to aid in correct feeding; a drop guide; a feed gauge; a guide pin.

feeding—The act of placing paper into a printing press or ruling machine.

feel—A term used to designate the general quality of a sheet of paper, as determined by feeling or contact with the fingers.

feet—The end of a type character that is opposite the face, usually grooved into two projections by the machine in casting.

feet of the press—That part of a platen or hand press which is in contact with the floor.

feint lines—Light horizontal lines ruled on a ruling machine to guide the eye or pen across the page or sheet; the term is sometimes improperly used to designate all cross or horizontal ruling. Also called FAINT LINES.

felt—1. In paper-making, the web, usually of a textile fabric, which conveys the newly formed sheet of paper over the paper machine. 2. The blanket for a printing press. See BLANKET 1.

felt side—The smooth side of a sheet of paper, as opposed to the *wire side.*

female die—A die used in the process of embossing on a printing press, having a depression that corresponds with the raised design on the male die used in conjunction therewith. Also called COUNTERDIE.

fender—A piece of cardboard glued to the tympan of a printing press to prevent the sheets from slipping over the guides.

Fergusson standard — A standard for type sizes, devised by James Fergusson, an English printer, in an attempt to harmonize and make standard the sizes of type. Under this plan, twelve *nonpareils* were to equal one inch, and fourteen of these *nonpareil* lines were to form the standard of measurement, and each size of type was to be a definite fraction of this measure. Five lines of *great primer*, six of *English*, seven of *pica*, eight of *small pica*, nine of *long primer*, ten of *bourgeois*, eleven of *brevier* and twelve of *minion*, all were to be equal to fourteen lines of *nonpareil*.

ferrotype—A positive photograph taken on a thin metal plate by a collodion process, commonly called a TINTYPE.

festoon drying — In paper-making, a method of drying paper in a warm room of even temperature, by hanging and conveying the sheets in a series of loops.

feuilleton — The part of a French newspaper, usually at the bottom of the page, which is devoted to light literature, art, criticism, etc.; also any of the articles thus published.

fiber — In paper-making, the basic element of paper-making cellulose, and forming the basic element of paper-making material.

fiction—The general comprehensive term for all literary works of imagination in narrative and dramatic form, especially novels and romances.

Fifteenth Century—A style of type in imitation of the crude Roman letters used about five hundred years ago.

filigree ornament—Type or ornaments having a filigreed design, used in highly embellished or decorative printing. *Not common at this time.*

filing card—A card containing, or printed and ruled to contain, information of various kinds, and made in standard sizes for convenience in filing in the proper receptacles.

fill—The width of a paper-making machine between the deckle straps.

filler—1. A short article generally consisting of a joke, statistical matter, etc., used to fill space and complete the pages of a newspaper or other publication; also called BOGUS DUTCHMAN, FINECUT, HORSE, PLUG, PLUGGER, SHORT, SMALL, etc. 2. As applied to printing, work taken, usually at a low price, and with plenty of time in which to make delivery, in order to keep the shop busy during dull periods. 3. Any substance used in paper-making, such as china clay or other mineral matter, to fill the interstices between fibers in order to add weight and opacity and give a better surface to the paper. 4. A substance used by bookbinders to fill the pores of leather used on the outside of book covers.

fillet—In bookbinding, an ornamental outline or border, often in color or gilt; also the name of the tool used in producing fillet work on books.

fillet pad—A bookbinder's device, used to unwind ribbon leaf on book covers.

fillet roll—A brass disc with face lines for producing fillet work on books.

film—The layer, generally of collodion or gelatin, which contains the essential sensitive salts used on the glass plate in photography; also, the sheet of flexible celluloid or other material upon which this layer is often mounted.

fimble—To feel with the fingers moving lightly over, as of paper, to ascertain its weight, surface, texture, etc.

final proof—The last proof of matter to be printed, showing that all the errors and alterations marked on previous proofs have been made, and submitted to the author for his approval and O. K.

financial editor — The editor in charge of gathering and editing financial and stock market news; often, also, including commercial and industrial news.

finecut—See FILLER 1.

fines—See FLATS.

finger—A term sometimes applied to any of those parts of a printing press which hold the sheets in place while they are being printed, and draw them off the type form when printed; grippers; frisket fingers.

finger nails—A printer's slang name for the marks of parentheses.

finis—A Latin word, signifying *the end* or *conclusion,* sometimes placed at the end of a book.

finish—As applied to paper, a term serving to indicate its surface, appearance and general characteristics, as smooth finish, egg-shell finish, etc.

finisher—In bookbinding, one who receives the volumes after they have been put in leather and who ornaments and finishes them.

finisher's press—The same as a *lying* or *laying* press, only much smaller. See LYING PRESS.

finishing — In bookbinding, ornamenting and putting the finishing touches to a book.

finishing stove—A stove used by bookbinders for heating the finishing tools.

first book printed in Europe—See ALEXANDER THE GREAT, HISTORY OF.

first form—1. The first form of a book or other work to be printed, generally containing the first page of a sheet. 2. The form which is printed upon the white or blank paper.

first page — The commencement of a book; the first page of a sheet or signature.

first proof—The first proof of composed matter, pulled for the purpose of comparing with copy in order to detect and correct errors before taking a clean proof, or revise, to be submitted to the author.

fist—A mark, like a hand in the attitude of pointing, used in printing to direct particular attention to the passage which follows. Also called INDEX.

five-line-nonpareil — The name of a size of type, 30-point in the American Point System, larger than *double English* and smaller than *four-line-brevier.*

five-line-pica—The name of a size of type, 60-point in the American Point System, larger than *canon.*

five-on; five-up—See TWO-ON.

fixed space—A space of a particular fixed width, as distinguished from an *expanding space.* See SPACE.

flake white—Pure white lead deposited in flakes, used in bookbinding.

flaring—Glaring, gaudy, bold, said of printed matter when set in bold display style.

flaring the balls—The act of holding inking balls over a piece of burning paper to make them "tacky."

flaring the form—The act of cleaning the tallow drippings from a type form in the old days when candles were used for lighting purposes.

flask—A frame used over the type in making a stereotype mold.

flat — 1. An illustration or painting that lacks gradation and appearance of relief; monotonous in hue, shade and color; free from gloss. 2. A kind of paper. See FLATS.

flat cap—A size of paper, 14x17. This name is also given to various other sizes, among them being: 13x16, 12x15, 12½x15½, 13½x16½.

flat envelope—A piece of paper cut into the proper shape to make into an envelope.

flat foolscap—A size of paper 13x16.

flat impression — See FLAT PULL.

flat letter—A size of paper, 10x16.

flat packet—A size of paper, 12x19.

flat paper—Paper which has not been folded, and which is therefore in more convenient form for printing.

flat plate — A flat plate of metal or wood, as a zinc plate, used chiefly in printing solid tints or colors.

flat pull—An impression from a printing press obtained without makeready; flat impression.

flats—A general term for papers of various kinds which possess a well closed, even formation and a high finish, and which are especially adapted for writing purposes, as distinguished from printing papers. Formerly, paper was counted into quires and folded, and when it became the practice to deliver writings without folding they were termed *flats*. Sometimes also called FINES.

flat writings—See FLATS.

Flemish Black—A style of type in which the lower case letters are the same as Cloister Black, while the capitals are of Flemish origin.

flesher—The inside half of a split sheepskin, embossed and finished in imitation of grained leather, and used in bookbinding where a heavy leather is not required, or to lessen cost. Also called FLESH SPLIT.

flesh split—See FLESHER.

flexible—A term applied to a book that has been sewed on raised bands with the thread passing entirely around each band.

flexible binding—See FLEXIBLE COVER.

flexible cover—A limp or pliable cover for a book, as distinguished from a *stiff* or *board* cover.

flexible-not-to-show—A term used to describe a flexible book when it is so made that no bands, cords, or sewing show on the back of the finished book.

flimsy—1. A newspaper term for telegraphic news written on thin paper. 2. A name sometimes given to one who writes on flimsy paper. 3. Any very thin paper, as tissue, manifold, onion skin, etc.

flip-up—A shoe to hold the trip-finger on a ruling machine.

flitter printing—See FLOCK PRINTING.

floating accent—An accent mark cast on a separate type body, to be adjusted over letters as required.

flock paper — Paper coated with flock powder.

flock powder — Powdered flock or wool refuse, used in flock printing.

flock printing—A process of printing in which the sheets, after receiving an impression of the form in size or varnish, are dusted with flock powder. Also called FROST PRINTING and FLITTER PRINTING.

flong—The special paper used for making molds for stereotypes.

floor pi—Type dropped upon the floor during the process of composition or distribution.

floret—A type character designed for flowers, florated composition, etc.

floriated composition—Composition representing flowers, or having many floral ornaments and designs.

flourish—A type ornament or figure formed by bold and fanciful lines, generally curved.

flowers—A former name for the borders and ornaments used to embellish a form or page of type.

flubdub—A printer's slang term for an ornament or embellishment; also called FLOWERS and JIGGERS.

flush—Level, even or on the same plane; as trim flush, cut flush, etc., said of books whose cover and inner leaves are trimmed at the same time.

fly—1. A device on a power printing press which receives the printed sheet from the cylinder and places it on the delivery board, layboard or table. 2. Formerly a printer's devil, or anyone who took the printed sheets from the press; a flyboy. 3. To take sheets from a press, as by a fly.

fly board—The board on a printing press on which the printed sheets are deposited by the fly.

flyboy—See FLY 2.

flyer—1. An advertising circular or handbill. 2. The mechanical fly on a printing press. See FLY 1.

fly leaf — One of the blank leaves at either end of a book, or one of the inner leaves of the end papers; the unprinted leaf at the beginning or end of a book, pamphlet or circular.

fly press—A hand screw press with end-weighted lever, used for punching, embossing, etc.

fly sheet—A small printed circular or handbill; a flyer.

fly the frisket—To turn down the frisket and tympan at the same motion of the press.

fly title—See BASTARD TITLE.

foil—See GOLD LEAF.

fold—To lap or lay one part over the other, as to fold a letter or a book signature.

folded writings—Writing papers folded once, as distinguished from *flat writings*.

folder—1. A circular consisting of one or more sheets folded into a convenient form or size for the pocket or for mailing. 2. One who folds sheets of paper to a desired form, or a machine for the same purpose. 3. A strip of bone or wood with rounded ends and edges, used in folding sheets when the work is done by hand.

folding bristol—A fine quality of bristol board, with a marked parallel grain rendering it easy to fold. It is made from rags and sulphite. See BRISTOL BOARDS.

folding chase—A term applied to two chases when used instead of one chase for convenience in locking up large forms.

folding machine—See FOLDER 2.

foliate—To number the leaves instead of the pages of a book, as in folio-paged blank books.

folio—1. A unit or division of a certain number of words, used for measurement or reference, being in the United States generally 100 by statutory provision, and in Great Britain and Ireland, 72 and 90. In some of the states the unit in printed matter for advertising is made 250 ems by statute, instead of 100 words. 2. A leaf of a manuscript or book; the page of a book; a page number. 3. A sheet of paper folded once. 4. A book size established by folding a sheet, or a series of sheets, into two leaves, or four pages, each; hence a book of the largest size; also called QUARTO, and abbreviated to 4TO. 5. The form or size of a book, as books in *folio* or *quarto*. 6 A size of paper, 17x22.

folio book—See QUARTO.

folio letter head—A letter head 8½x11 in size.

folio note head—A size of paper or note head, 5½x8½.

folio page—The two pages of an open book when the opening forms but one recording page. The paging runs 1-1, 2-2, 3-3, etc., and what is ordinarily termed a 200-page book contains only 100 folio pages.

folio post—A size of paper, 17x22. The same as FOLIO.

folio short statement—A standard size of statement, 5½x5½.

folio square statement—A standard size of statement, 5½x5⅝.

folio statement—A standard size of statement, 5½x8½.

follow—A term used by readers and compositors, and meaning *"see whether it follows,"* as to see that the first line on a page or sheet agrees with the last line immediately preceding it, and that the folios follow in proper numerical order; and also by pressmen to ascertain that the first page of the inner form follows the first page of the outer form, or whether, in working half sheets, the heap has been correctly turned.

follow copy—To follow an author's copy letter for letter and word for word, regardless of errors in spelling, grammar, punctuation, etc.

font—A complete assortment of type of one size and style, including the correct proportions of all the letters of the alphabet, large and small, points, accents, figures, etc. In England called a FOUNT.

font case—A very capacious type case, used to hold the surplus sorts of large fonts.

font scheme — The plan or ratio by which fonts of type are made up by type founders in order to provide the correct proportion of each letter or character, as ascertained by past experience as to requirements. Also called SCHEME and BILL OF TYPE.

foolscap—A size of paper, 13x16 for writing paper and 11½x17½ for boards, in the United States, and 13½x17 in England. The name is derived from the watermark of a fool's cap and bells used by old paper-makers.

foolscap and half—A size of paper 13x24.

foolscap and third—A size of paper, 13x21 1-3.

footline—A line at the bottom of a page, especially the blank line or the line containing the folio just below the type page.

footnote—A note of comment or reference placed below the text of a printed page.

foot of the letter—The bottom of a letter or type character.

foot of the page—The bottom of the page.

footstick—A piece of wood furniture, sloped or beveled from one end to the other, placed against the foot of the page or pages in a form to give purchase to the quoins in locking up.

foot stop—A piece of wood or other material attached to the floor near a platen press, against which the pressman braces himself in pulling over the lever.

force—A name sometimes given to the male die used in embossing; also called PAPER MATRIX.

fore edge—The front edge of a book or folded sheet of paper, as distinguished from the *backbone*. Also spelled FOR-EDGE.

forel—1. A sheath or case in which to keep a book. 2. A kind of parchment for book covers. Also spelled FORREL.

foremanship patrol — In large printing and book offices, a system of inspection of work at every different stage by master workmen, to see that it is being done properly.

fork—The receptacle for holding the spindles of cylinder press rollers.

form—The type or other matter, properly arranged and secured in a chase, from which a printed impression is to be taken, or a plate is to be made.

format — The general size, shape, style and get-up of a book or other piece of printing.

form board—A sliding board or shelf in a rack for holding forms of type for possible future use. Also called LETTER BOARD.

form carriage — See FORM TRUCK.

form gauge—See GAUGE.

forming iron—A device used by bookbinders in forming spring backs for blank books.

form lifts, the—A term meaning that none of the type in a form falls out when it is lifted from the stone or press, indicating that it has been properly locked up.

form rack—A rack for holding, temporarily, forms of type, either *dead* or *live* forms.

form truck—A low, flat truck used to convey heavy type forms to and from the press room.

forrel—See FOREL.

Forsaith newspaper folding machine — A machine for folding newspapers, made in various sizes, to produce a varying number of folds, patented and manufactured by S. C. Forsaith of Manchester, New Hampshire. *Now obsolete.*

forties—See FORTYMO.

forty-eightmo — A size of book established by folding a sheet, or a series of sheets, into forty-eight leaves, or ninety-six pages; also called FORTY-EIGHTS, and abbreviated to 48MO.

forty-eights — See FORTY-EIGHTMO.

fortymo—A size of book established by folding a sheet, or a series of sheets, into forty leaves, or eighty pages; also called FORTIES, and abbreviated to 40MO.

forward—In bookbinding, to take the books after they have been sewed, trim them, line them, place them in their covers and otherwise prepare them for the finisher.

forwarder — One who *forwards* in bookbinding.

forwarding—In bookbinding, to *forward* books and prepare them for the finisher.

Foster—The name of a style of type of the Antique family. It is of recent design, and is a companion to Webb for color printing.

foul case — A type case in which the characters are badly mixed.

foul proof—A proof with many errors or corrections marked in it; a dirty proof.

foul stone — An imposing stone left in a littered, unclean condition by the compositor.

foundry—See TYPE FOUNDRY.

foundry chase—A chase made especially to hold forms for electrotyping and stereotyping.

foundry clump — See FOUNDRY GUARDS.

foundry guards—A piece of type-high metal to place at the sides and ends of a form while it is being stereotyped or electrotyped. Also called FOUNDRY CLUMPS.

foundry proof—A proof for final reading before making plates from the form.

fount—The name for *font,* as *font of type,* in England.

fountain—The reservoir or receptacle for ink on a power printing press, from which it is conveyed to the form by distribution and composition rollers.

fountain plate—In bookbinding, a plate of iron or brass upon which side-stamps are fastened.

four color process halftones—See PROCESS COLOR PLATES.

Fourdrinier—Designating, or pertaining to, the machine for making paper in an endless web, developed by Sealy and Henry Fourdrinier in England about 1804 from the original patents taken out by Louis Robert, a Frenchman, in 1799.

Fourdrinier cloth—A woven fabric of fine wire used in the Fourdrinier paper-making machine for draining paper pulp.

Fourdrinier paper — Paper made on a Fourdrinier machine.

four-line-brevier—The name of a size of type, 32-point in the American Point System, larger than *five-line-nonpareil* and smaller than *double great primer*.

four on; four up—See TWO-ON.

four-sheet poster — See POSTER.

fraction—A fraction, as referred to in typography, is a type character or characters expressing a part of a unit, as ⅛, ⅜, ½, ⅝, etc., the upper figure being called the numerator and the lower one the denominator. The fractions in common use are cast in one piece, but piece fractions, or split fractions, in which the numerator and denominator are in separate pieces, are also made, and these enable the printer to form any fraction desired. They are made one-half the size of the body of the type they are to be used with, the dividing line being on the lower piece.

Fractur—See FRAKTUR.

fragment—A page or pages left over after completing the last full form of a work, and imposed with the title, contents, or any other odd pages, in order to save presswork.

Fraktur—A kind of type having a German Text face.

frame—See STAND and CASE STAND.

Francis—The name of a style of type of Gothic characteristics, but which has the heavy down strokes of the Roman letter.

Franklin club—A name given to many organizations of printers and others of the allied arts, crafts and trades in various American cities. The name is in honor of Benjamin Franklin, the illustrious statesman, inventor, philosopher and printer.

Franklin press—A hand press of American make, introduced in the latter part of the 18th century. It was a modified form of the old Blaew press, and was capable of making about 250 impressions per hour. It was at a press of this kind that Benjamin Franklin worked, and his old press is now in the Patent Office at Washington, D. C.

Fraternal Community—See THE BROTHERS OF COMMON LIFE.

Fratres Vitae Communis—See THE BROTHERS OF COMMON LIFE.

freeman's oath—The oath of allegiance prescribed for freemen by the colonial authorities in Massachusetts in 1634. This document is of particular interest to printers, as a copy of it was the first piece of printing executed within the present limits of the United States, being issued from the press operated by Stephen Daye at Cambridge, Massachusetts in 1639.

free sheets—In paper-making, a term used to distinguish the better grades of book papers, and which means that they are free from ground wood, which is detrimental to the life of the paper because it has not been treated to kill all the elements that cause decay.

French Clarendon—A style of letter of Roman face, believed to be of Italian origin, and called Italian Antique by DeVinne.

French finish—A bookbinder's term, designating books with hands only, no tooling, clear leather and gilt titles.

French folio—A thin, smooth manifold paper, made in many colors, and usually in folio size.

French furniture—The former name for metal furniture, which originated in France, hence the name.

French Old Style—A style of type modeled after a face used in 1634 by the Elzevirs, the famous Dutch family of printers.

French royal—Paper of the same grade and substance as French folio, but made in royal (19x24) size.

French Script—A handsome script letter, made in imitation of a lettering used by copperplate engravers, and which was introduced into America by Tiffany.

friar—A light or pale patch on a printed sheet, caused by imperfect inking of the type form. Too much ink at one place is called a MONK, and too little a FRIAR.

friction glaze—A glazed finish on paper, produced by passing it between two rollers, one of which revolves much faster than the other.

frill—A gelatin film wrinkled at the edges.

frisket—A thin iron frame attached to the head of the tympan of a platen press, to hold the sheet of paper securely to the tympan while being printed; also a sheet, with parts cut out, stretched in a frame to lay over an inked form so that only certain parts shall be printed.

frisket catch—See FRISKET STAY.

frisket finger—See FINGER.

frisket pin—An iron pin passing through the joints of the frisket to connect it with the tympan.

frisket stay—A thin piece of wood fixed to support the frisket when turned up. Also called FRISKET CATCH.

front.—An abbreviated form of *frontispiece.*

frontispiece—An illustration or ornamental figure that faces the front page, or title page, of a book; until recently the title page itself.

front matter — The printed matter in a book which precedes the text, as title, half title, preface, contents, etc.

frost printing — See FLOCK PRINTING.

frotten—A kind of dabber or burnisher used by the block printers to rub over the back of a sheet of paper in taking the impression.

f. t. p.—An abbreviated term used by printers and bookbinders in referring to books, pamphlets, etc., meaning folded, trimmed and packed.

fudge—1. A patch of print or a piece of late matter inserted in a newspaper page; also a machine or cylinder used to print such patches. 2. To patch together, or to fake up, as to attempt to execute a piece of printing without proper materials.

full binding—1. In blank book binding, a term which designates a book with Russia leather rounded spring back; binder's board sides covered with full sheep, with Russia leather ends and bands, or with double raised bands and double Russia side finishing; lettered on back or sides in gold; sewed with whip stitch or kettle stitch. 2. In edition binding, a style of binding in which the cover of the book consists of a single piece of material extending entirely over both sides and the back. This cover is usually of leather, but it may be of cloth or other material.

full case—A type case completely filled with all the necessary characters.

full cloth—A term designating a book bound in a case made separate from the book, and the outer covering of which is made of a single piece of cloth extending entirely over both sides and the back.

full-face type — Type having a bold, heavy face.

full form—A type form with no blanks or short pages; completely filled with type matter.

full gilt — A bookbinder's term, meaning that all the edges of the leaves of a book are gilded.

full law binding—A style of bookbinding used chiefly for law books, and distinguished from other kinds of law binding in that the book has a cover made entirely of genuine law sheep, laced boards and raised bands, in addition to the labels on the back common to nearly all law books.

full law sheep — A leather made from sheepskins, tanned in russet or natural color, used almost exclusively for binding medical and law books.

full out—An old compositor's term, meaning start matter flush, no indentation.

full page—A page containing its full number of lines.

full point—A name sometimes given to the period (.) when used at the end of a sentence.

full press—Said of a printing press when two persons are working at it with hand rollers.

full-sheet poster — See POSTER.

furnish—In paper-making, the specified ingredients comprising the *half-stock*.

furniture—Pieces of metal or wood, less than type-high, cast or cut to multiples of pica ems, used to place between or around pages or other composed matter in a form for the purpose of filling out blank space and to aid in fastening the form in the chase.

G

G—The seventh letter of the English and Latin alphabets. The name is from the Latin and probably comes to us through the French. As a medieval Roman numeral the letter stands for 400.

gage—See GAUGE.

Gage paper cutter—A low priced paper cutting machine at one time manufactured by S. C. Forsaith of Manchester, N. H. *Now obsolete.*

gaillarde—The French name for a size of type corresponding to *bourgeois*, or 9-point, in the American Point System.

gallery — A term sometimes used as a title to a book of illustrations, being borrowed from the word as it is applied to a room or place where pictures, statuary, etc., are kept for exhibtion.

galley—A long, shallow, metal or wooden tray, with three upright ledges, used for holding composed type matter as it is taken from the *stick* or typesetting machine, preparatory to *making up*, or before distribution after it has been used.

galley boy—One who looks after galleys of type, especially as the matter comes from typesetting machines, and who *pulls* proofs of same, etc.

galley press—A press, consisting of a base and a roller running on tracks, on which proofs of composed matter are taken while the matter is still on the galley. Also called PROOF PRESS and READY PROOF PRESS.

galley proof—A proof of type matter taken while it is still on the galley, or before it has been made up.

galley rack—A section rack, with inclined slides, for holding or storing galleys of composed matter.

galley rest—An attachment to a compositor's stand on which the galley of type rests while the matter is being corrected.

galley roller—A roller used on a proof or galley press.

galley slave—A term of derision applied by pressmen to a compositor.

galley slice—A sliding false bottom to a wide galley.

galley slug—1. A type with a letter or number, used at the head of a *take,* to identify the matter with the compositor who set it. 2. A slug cast on a composing machine bearing a catch word or phrase to indicate where the matter is to be placed in *making up a* newspaper.

galley sticks — Side sticks, slightly locked with *quoins,* used on galleys of type for convenience and safety in handling the matter.

gallows—The stay on a hand press against which the tympan rests when the press is open. Also called GALLOWS SOCKET.

gallows socket—See GALLOWS.

Gally press—A platen press invented by Merritt Gally of New York in 1869, subsequently called the UNIVERSAL, and later, from being manufactured by the Colt's Arms Company, the COLT'S UNIVERSAL, and then the COLT'S ARMORY.

galvanoglyphy — See GLYPHOGRAPHY.

galvanograph — A copper plate produced by the galvanographic or electrotypic process, or an impression from such a plate.

galvanography—A method of producing, without etching, by an electrotypic process, copperplate engravings which can be printed from in the same manner as from engraved plates; electrotypy. Also called ELECTROGRAPHY.

galvanoplastic process — A method of producing electrotypes of fossils, fishes, etc., which can be used for printing on ordinary presses.

gang—A group of different forms, or of the same form, arranged to be printed in one impression; also a sheet so printed.

gather—To arrange sheets or signatures in orderly succession, either for binding into books, or so that they may be used in sets, as *in duplicate, in triplicate*, etc.

gatherer—A person or machine that *gathers* sheets.

gathering machine—A machine for *gathering* sheets.

gathering table—A long table, usually horseshoe shaped or oval, on which sheets or signatures are laid in proper order for *gathering*.

gauffered—See GOFFERED.

gauge—1. In printing, a strip of metal or wood with a notch in it, used by the *make-up* to denote the exact length of pages or widths of margins. 2. In bookbinding, anything used in *forwarding* to take the correct size of the volume and to mark it upon the boards for squaring. 3. In type founding, a strip of hardwood or metal with notches of proper size for regulating various dimensions of letters.

gauge pin—A pin or piece of stamped sheet metal, used on the tympan of a platen press as a guide in feeding.

gazette—1. A newspaper or printed sheet issued periodically, so named from *gazetta*, a small coin, which was the price of the first manuscript newspaper established in Venice, about 1536. The word is rarely used now except as the name or part of the name of a newspaper. 2. An official journal, especially one of the three official papers of Great Britain, published twice a week, and containing lists of honors, names of bankrupts, public notices, etc.

gazetteer—1. A geographical dictionary; a book giving names, alphabetically arranged, of persons and firms engaged in certain lines of business, together with their credit ratings and other information; a gazette; a newspaper. 2. A writer of news, or an officer appointed to publish certain kinds of news in some countries.

gazetteerage—Gazette writers collectively.

gelatin printing—1. A method of producing facsimile copies of a writing or drawing by tracing or impressing the original on paper, in a special ink, then transferring this to a surface composed of a compound of gelatin, glycerin, etc., thus causing the coloring matter to sink into the gelatin surface, which may be used as a printing surface against which the paper may be pressed. See HECTOGRAPH. 2. Any printing process for reproducing pictures, designs, etc., which is based upon the action of light on a bichromated gelatin film.

gelatin process—Any of the various processes of photography or printing in which the use of gelatin is involved. See GELATIN PRINTING and HECTOGRAPH.

gem—The name of a size of type, larger than 4-*point* and smaller than 4½-*point* in the American Point System. *Not in common use.*

gem statement—A standard size of statement, 3⅜x5⅝.

gentlemen's — A card size, 1½x3.

geometrical lathe—An instrument for engraving complicated patterns of interlacing lines, as on bank notes, etc. Also called CYCLOIDAL ENGINE.

geometrical pen—An instrument for drawing curves, in which the pen or pencil is attached to a revolving arm of adjustable length so that the movement may be indefinitely varied by changing the toothed wheels that move the arm.

geometrical signs — Letters, signs and symbols used in geometry, or in the printing of works on geometry.

German Text—Type with the modern German face; also Fraktur, or that modification of Fraktur used in English printing for ornamental lines.

get in—To set more matter in a line, page or form than is in the printed copy from which the compositor works, or to set manuscript copy so that it occupies less space than anticipated when it was *cast up;* to *take in;* to *set close.*

gild—To tinge or overlay with a thin coating of gold or gold-color.

gilding roll—A bookbinder's instrument of brass, with ornamental designs on the face, used for stamping gold on book covers.

girth—Either of two thongs of leather or bands of stout webbing used on a hand press to run the carriage in and out.

glair—Albumen or white of egg, used as a binder for gold leaf in bookbinding; a size.

glair pencil—A small camel's hair brush, used by bookbinders in laying on *glair*.

glassine—A thin, transparent, supercalendered paper, whose fiber has been hydrated in the beater.

glazed boards — Sheets of *millboard*, highly glazed, used in the standing press by bookbinders.

glazed finish — A smooth, glossy surface on paper, cardboard, etc.

glazed paper—Paper with a smooth, glossy, highly calendered surface.

glazing—A thin coat of transparent or nearly transparent color printed over another color to modify it.

glazing machine—A machine used for producing a polished surface on printed papers, or for burnishing gold or color work. It consists of two massive cylinders operated by a gear that regulates the pressure, and the sheets to be glazed are placed between polished copper plates and passed between the cylinders. Also called a CALENDER.

Globe Gothic—The name of a style of type of Gothic characteristics, but which has the heavy down strokes of the Roman letter.

Globe job printing press—A platen press at one time manufactured in three sizes by the Jones Manufacturing Company of Palmyra, New York. *Now obsolete.*

gloss—A note or comment attached to a work as an explanation of the text; a note of explanation; a glossary.

glossary — A dictionary of glosses, or an explanation of the words and passages in any work, author, etc.

glossing machine — A machine for applying varnish or other gloss to sheets of paper after printing.

glued-on cover—A cover for a book, catalog, pamphlet, etc., which is fastened to the book by means of glue.

glue up—To apply glue to the backs of sewed books before the process of rounding and backing; also to apply glue or padding cement to the backs of pads.

glyphograph — A printing plate made by glyphography, or a print from such a plate.

glyphography—A method by which, by electro-deposition, a raised printing plate is made from an engraved design.

Godfrey gripper machine—One of the first automatically-fed printing presses ever made, built in London. *Now obsolete.*

goffered — In printing and bookbinding, anything having an embossed or indented decorative design, as *goffered* edged. Also spelled GAUFFERED.

goffering—Fixing a design on the gilt edges of a book.

gold blocking — Printing in gold leaf by means of an engraved block.

gold book—A paper book 3¾x3½ inches in size, containing 25 sheets of gold leaf between its chalked leaves.

gold bronze—A finely powdered copper alloy, which, when dusted on a surface that has already been printed with a size, gives the effect of printing in gold.

gold compound—See GOLD SIZE.

gold cushion — A padded cushion on which bookbinders place gold leaf for cutting into desired sizes for lettering or ornamenting a book.

gold edged—Said of a book when the edges of its leaves are gilded.

Golden — See JENSON OLD STYLE.

golden legend—A history or description of the sacred writings of Jacobus de Voragine, Archbishop of Genoa, in the thirteenth century, and translated into English and printed by William Caxton in 1483.

Golding press — A platen press invented about 1866 by W. H. Golding of Boston.

gold ink—An ink of a golden color, produced by mixing a size with bronze powder.

gold knife—A long, straight knife used by bookbinders for cutting gold leaf for ornamenting books.

gold leaf—Gold or gold alloy beaten into very thin sheets or leaves, used by bookbinders for lettering and ornamenting book covers.

gold lettering—In bookbinding, the process of stamping gold lettering or ornaments on book covers, by impressing thereon gold leaf under heated brass stamps or rolls, applied with pressure.

gold preparation—See GOLD SIZE.

gold printing—Printing in or with gold leaf instead of the more common process of using bronze powder or gold-colored ink.

gold rag—A cloth used by bookbinders to wipe off the surplus gold leaf when stamping book covers.

gold size—An adhesive composition used by printers and bookbinders to prepare the surface of paper or book covers for gold bronze or gold leaf.

gold stamping—The process of impressing or stamping a book cover, pocket book, card case, or the like, with a design or lettering in gold. See STAMP.

gone to bed—An expression in newspaper printing offices, meaning that the paper has *gone to press.*

good color—A printer's term used to describe a sheet when it is printed in an even color, neither too light nor too heavy.

good matter—Standing type matter likely to be used again; *live* matter.

good night—A phrase written on the last sheet of telegraph copy, indicating that it is the *end of copy.*

good work—A term at one time used by printers to designate *phat* or well prepared copy, on which the compositor doing piece-work could earn good wages.

Gordon press—A style of platen press invented by George P. Gordon, a printer of New York, in 1858, and now one of the most popular and extensively used printing presses in America and Europe.

Gothic—In the United States, the name given to a face of type usually having a square outline and no serifs, which style in England is called GRO-

TESQUE or DORIC. Properly, Gothic is Black Letter, similar to Text, Old English and the German type of the present day, and it is so called in England. The concluding words in this paragraph are set in what, in the United States, is known as Gothic, its specific name being BOLD COPPERPLATE GOTHIC.

Gothic flap—A style of pointed envelope flap, being a medium between the extreme point of the SECTOR FLAP and the wide no-point shape of the WALLET FLAP.

gouge—1. A tool with a curved cutting edge which forms a segment of a circle, and used by bookbinders for blind tooling and gilding, and for cutting indexes on the fore edges of books. 2. The incision or impression made by a gouge.

gouge index—An index cut or gouged in the fore edge of a book, the letters or other index characters being printed, stamped or pasted in the spaces cut out by the gouge. See INDEX.

government envelopes—The name applied to envelopes bearing postage stamps, which are sold by the government post offices.

Government Printing Office — The printing office maintained by the government at Washington, D. C., and in which the bills, resolutions, reports, etc., of Congress, and the letterpress work of the various departments, are printed.

grade—As applied to paper, the relative quality of any paper as compared with other papers, usually of the same general class.

grade number—In The Franklin Printing Catalog, a number which represents the basic price of the paper or stock for any piece of printing, the basic price being determined by the net price per pound, per ream, per cabinet, per 100 or per 1,000, as the case may be, f. o. b. printing plant. The basic prices referred to are defined in "Instructions For Using," the first Section in The Franklin Printing Catalog.

grain — 1. The direction in which the fibers run in a sheet of paper. 2. The hair side of a piece of leather, or a similar surface artificially produced.

grained skiver—A thin leather made from the flesh side of sheepskins, colored and embossed, used in bookbinding.

graining boards—Boards or plates whose surface resembles the grain of leather, sometimes used in binding books. Leather is stretched over these boards and subjected to great pressure, and the grain effect is transferred to the surface of the leather. Also called GRAINING PLATES.

graining plates — See GRAINING BOARDS.

grain leather—Leather made from the grain or hair side of a skin, and being somewhat heavier than buffing.

grand eagle—A size of paper, 27x40.

grangerize — To illustrate a book by the use of engravings, pictures, etc., collected from other sources, especially from other books.

graph — A general term applied to any diagram or chart composed of hand-drawn or mechanically-drawn lines on specially ruled and headed sheets to show percentages of increase or decrease in volume, quantity or value, such as charts used to show the volume of sales in one period as compared to another. The *graph* is practically unlimited in application.

graphic; graphical — 1. As applied to printing, anything pertaining to the arts of printing, engraving, painting, drawing, etc. 2. In writing, written in a vivid, clear impressive style; well delineated; picturesque.

graphic arts—Those fine arts which pertain to the representation of objects on a flat surface, such as printing, engraving, lithographing, painting, drawing, etc.

graphite — Native carbon of black color and metallic luster, extensively used for coating wax or other impressions of objects designed to be electrotyped. Also called PLUMBAGO, BLACK LEAD and WAD.

graphospasm—Among newspapermen and writers, a term for *writer's cramp.*

graphotype — A method of converting a drawing into a block ready for printing, discovered by De Witt Clinton Hitchcock in 1860.

graph ruling—See QUADRILLE RULING.

Grasset—The name of a decorative letter of French design, originated by F. W. Goudy.

grater—An iron instrument used by the *forwarder* in bookbinding for rubbing the backs of books after they are *paste-washed.*

grave accent — A character used in printing and writing to indicate the pronunciation of some letters.

graver—A cutting or shaving tool used by an engraver, as a *burin.*

gray—A term sometimes used to describe printing that is too light in color, or not distinctly black.

gray board—A kind of smooth surface mat board of a gray tone upon which artists make drawings or paintings in black and white, when soft, solid backgrounds are desired.

Great Domesday Book—See DOMESDAY BOOK.

great primer—The name of a size of type, 18-point in the American Point System, larger than *columbian* and smaller than *paragon.* Also known as BIBLE TEXT. The French call this size GROS ROMAIN, while in Germany it is called TERTIA.

green roller—Printer's composition rollers are said to be green when they are new and not thoroughly seasoned.

greeting card — A general name applied to cards bearing a printed expression of kindness, joy or good-will, as *Christmas, New Year* or *Easter cards.*

gripper machines — Power printing presses in which grippers instead of tapes are used.

grippers — The small fingers or metal claws on a cylinder press that take hold of the sheet of paper as it lies on the feed board and hold it firmly against the cylinder as the impression is being made. On a platen press, the grippers are simply flat pieces of steel that press against the sheet and hold it firmly against the tympan to prevent pulling off by the inked form.

grith wheel—See WHEEL.

Grolier—A style of beautiful and magnificent bookbinding, named in honor of Jean Grolier de Servieres, a noted French bibliophile, who lived from 1479 to 1565.

Grolier club — A club for book lovers, organized in New York in 1884, and consisting of 250 members. It possesses a splendid library, and many rare books in costly and beautiful bindings.

Grolier design—In bookbinding, a pattern of interlacing bars, bands or ribbons, with delicate scrolls of slender gold lines. Also called GROLIER SCROLL.

Grolier scroll — See GROLIER DESIGN.

groove—1. The channel or indentation between the feet of a type character. 2. The indentation on the upper surface of the short cross of a chase.

gros romain — The French name for a size of type corresponding to *great primer*, or 18-point, in the American Point System.

Grotesque—1. In England, the name given to a face of type commonly known as POINTED GOTHIC in the United States. 2. Any grotesque or fanciful style of type face.

ground—1. In etching, a gummy substance spread over the surface of a plate to be etched to prevent the acid from eating except where the needle has removed the composition. 2. The first or principal layer of color in a picture upon which the other colors are placed. 3. The scenery or objects introduced as a setting for the principal figures in a picture, the part nearest the eye being designated as the foreground, the most distant part as the background and the part between as the middleground.

ground block—A tint block when used to print a preliminary shade or color that is to serve as a ground for other colors.

ground tint — A preliminary tint or color that is to serve as a ground for other colors to follow.

ground wood pulp — Paper pulp produced by forcing, by hydraulic pressure, peeled logs against a grindstone, which rotates across the grain and grinds together the fibrous and non-fibrous materials in the wood. Water is mixed with this ground wood, and the slush thus produced is thrown off and screened. This substance is mixed with other materials to add toughness, such as other kinds of wood pulp, or old paper stock etc., and is then used for the manufacture of newsprint and other comparatively short-lived papers.

Grub street—A street in London (now Milton street), which was at one time the place of residence of many impoverished authors, a number of whom supported themselves by writing poems, political squibs, lampoons, etc., at the order of occasional patrons; hence the term came to designate a low, mean, venal order of literature.

guache drawing—A drawing in opaque water colors in which gradations of tone are obtained by mixing the colors with white. Practically all posters are designed in this technique.

guard—In bookbinding, an interleaved strip at the back of a book, as in a scrapbook or billbook, to guard against breaking when the book is filled.

guard book — A book with guards to prevent breaking when filled, as a scrapbook, a billbook, an album, or the like.

guarding — In bookbinding, the tipping of muslin or paper to a printed *plate* so that it can be folded over a *signature*, or the joining of two plates together so that they can be sewn in as a *signature*.

guards, mounted on — In bookbinding, pages pasted on strips of strong paper or cloth and sewed into the book. The first and last *signatures* of a book are frequently guarded in this manner to protect them against unusual strain.

guesstimate—In printer's parlance, a word meaning to fix the value of, or arrive at the price for, a piece of work by means of guessing, and without due consideration and proper knowledge of all the elements of cost that might be involved; to guess at instead of to know what a thing is worth.

guide—1. Any device, usually a strip of wood or metal rule, so hung or placed on a piece of copy that it indicates the point reached by the compositor. 2. In bookbinding, the groove in which the *plow* moves upon the face of the cutting-press. 3. In presswork, mechanical devices so placed that all sheets fed up to them will be printed with uniform margins. See FEED GUIDE.

guide book—A book containing information for tourists, travelers, etc.

guide card—A division card, usually of some distinctive color, to be used in connection with index cards.

guideline—A word, letter or number placed at the top of each *take* of copy given to a compositor, to facilitate the assembling of the completed matter in its proper order. See ADD.

guide pin—See FEED GUIDE.

guillemet — Either of the marks of quotation, especially in French printing, so called from their French inventor.

guillotine cutting machine—Any machine for cutting paper whose action resembles that of the guillotine, which is the action of most modern paper cutters.

gummed paper—Paper having an adhesive gum on one side, used for labels, stickers, stamps, etc.

gumming machine — See VARNISHING MACHINE.

Gutenberg Bible—An edition of the Vulgate printed by Johan Gutenberg and others at Mainz, Germany, about 1450-55, which was the first Bible, and probably the first complete book, ever printed from movable types. Also called the MAZARIN BIBLE, from its having been found in the library of Cardinal Mazarin about 1760, and the BIBLE of 42 LINES because the pages were printed in two columns of 42 lines each. Sometimes also referred to as MENTZ or MAINZ BIBLE.

gutta-percha plate—A plate made of gutta-percha or similar material from a type form by a kind of stereotyping process, and used to take impressions on tin, iron, brass, wood or other hard substances. Such plates can be used for printing on metallic surfaces that are not exactly level or even.

gutter — In printing, a piece of furniture, especially one with a channel in the center, used in imposition to separate the pages of a form; also called GUTTER STICK. 2. In bookbinding, a space left for binding between pages at the back of a book.

gutter and head space—See HEAD AND GUTTER SPACE.

gutter snipe—A name sometimes given to a small printed handbill or poster, which is usually pasted on curbstones.

gutter stick—See GUTTER.

H—The eighth letter of the English alphabet. Its form is from the Latin, but its ultimate origin was probably Egyptian, from which it descended to the Latin through the Phoenician and Greek alphabets. As a medieval Roman numeral the letter stands for 200.

Haarlem—A city in Holland, which, as the residence of Laurens Koster, disputes with Mainz, Germany, where Gutenberg lived, the honor of being the birth-place of printing by movable types.

hagiology—The description or history of the sacred writings, or of sacred persons.

hair line — Designating type having unusually thin lines on its face; also any of the fine lines connecting the stem or body marks of a letter. 2. A type-high strip of metal with a printing face so cut or cast thereon as to produce a hair line when printed; usually straight, not wavy.

hair line rule — Brass rule with a very thin line on its face.

hair pencil—A pencil or brush made of very fine hair, used in painting.

hair space—1. The thinnest metal space made by type founders, usually from 6 to 10 to the pica em. 2. A thin copper space, usually ½-point in the American Point System. See SPACE.

hair stroke—1. A thin line across the top or bottom of a letter; a serif. 2. A light, delicate stroke in writing or printing.

half binding — 1. In blank book binding, designating a book with a smooth roan leather tight back; binder's board sides covered with cloth; paper turned over edges; cover, with or without leather corners, extending over edges of book; sewed with whip stitch or kettle stitch; lettered on back in gold. 2. In edition binding, a style of binding in which one kind of material, such as leather, covers the back and corners of the book, while the sides are of a different material.

half case—A type case whose width is about half that of the regulation upper case.

half large — A card size, 2¼x3.

half press—A term used to describe the situation when only one person works at a press that usually requires two operators.

half sheet—1. A form imposed in such a manner that it perfects itself, or makes two copies on a sheet, when printed on both sides. 2. A size of poster, 21x28, or one-half *full sheet*, or *one* sheet, which is 28x42. See POSTER.

half-sheet poster — See POSTER.

half small — A card size, 1¾x2½.

half stock—In paper-making, washed and broken pulp after it has been bleached and drained and before it is taken to the beaters or hollanders. Also called HALF STUFF.

half stuff—See HALF STOCK.

half tint — An intermediate color; demitint.

half title—The title alone of a book, placed at the center of a page, or at the top of the first page of text matter; a bastard title; a subtitle.

halftone—1. A printing plate produced by photo-engraving, made on copper or zinc, being a reproduction of a photograph or drawing, painting, print or object having a gradation of tones, the surface of the plate consisting of dots of various sizes uniformly placed, and being capable of rendering not only the high lights and shadows of a picture, but all the gradations between these—the "half" and other fractional "tones," once thought to be beyond the power of ordinary printing. 2. An impression or print from a halftone plate.

halftone color plates—Halftone plates made to print an object in two or more colors.

halftone finish—1. A highly calendered surface on paper, rendering it suitable for printing with halftone plates. 2. The screen effect in a picture or illustration produced by a halftone plate.

halftone meter — An instrument for measuring the engraved depth of halftones, line etchings, stereotypes, electrotypes, nickeltypes, dies and such other plates as require accuracy in measurement.

halftone paper—Any highly calendered paper suitable for use in printing halftone plates.

halftone process — The process of producing halftone plates, in which the gradation of tone in the photograph drawing or object is reproduced by a graduated system of dots and checks produced by the interposition of a screen between the camera lens and the negative. See HALFTONE SCREEN.

halftone screen—1. The dotted or screen effect on a halftone plate or print, produced on the plate in making, by interposing a screen with cross-sectional parallel lines between the lens and the negative. The screen of a plate is designated by a number which indicates the number of lines each way to the square inch, and the fewer the lines the coarser the screen. The screens most commonly used are 60, 85, 100, 120, 133 and 150 line. 2. The device used to produce the screen effect on a halftone plate. See HALFTONE PROCESS.

handbill—A small printed bill or circular used for advertising purposes; a dodger or flyer. Compare POSTER.

handbook — 1. A reference book small enough to be carried in the hand. 2. A guidebook, manual or other work of reference not necessarily limited in size.

hand composition, cost of—See COMPOSITION, COST OF HAND.

hand-drawn lettering — Lettering drawn by hand, or a reproduction thereof; hand lettering.

hand feed—To place sheets of paper in a printing press or ruling machine by hand, as distinguished from the same operation performed automatically by machinery.

hand folding—Folding done by hand, as distinguished from machine folding.

handgravure—A method of copperplate printing in which the surface of the plate is wiped off by hand before each impression.

hand inker — A device used for inking forms on a hand press; a hand roller.

handle of a press—That part of a hand press taken hold of by the pressman in running the carriage into and out of the position in which the impression is obtained.

hand letter—1. In bookbinding, a letter cut and affixed to a handle and adjusted singly to a volume when lettering it. 2.

To draw letters or to letter by hand.

handling—In art, the management of the instrument, pencil, brush, etc., as in music or painting, or the mode of treatment or representation of a subject, as in writing, speaking, etc.

handling cost — In printing, and as applied to stock, the cost of getting paper ready for the press, including expense of unpacking, unwrapping, cutting, conveying to press room, and the like.

handmade paper — Paper manufactured by hand as distinguished from that made by a machine.

hand mold—In type founding, the small instrument or frame into which the matrix is fixed.

hand press—A printing press that is worked by hand, as distinguished from one operated by power.

hand roller—A small composition roller used for inking forms on a hand press; a *hand inker*.

hand sewed—In bookbinding, a book that is sewed by hand, as distinguished from one sewed by a machine.

hand stamping—In the steel die process of engraving, to stamp an impression by a hand stamping press instead of a power press. In this operation it is necessary to make ready with counter die, gauge pins, etc., as with a power press, but the die is removed from the press after each impression, the engraved surface filled with ink with a brush, the face of the die wiped off by rubbing it on oiled paper, and then the die is inserted in the press for another impression. Generally employed only for small dies and short runs.

hand stamping press — A stamping press used by steel die engravers for small dies and short runs. See HAND STAMPING.

hanging indentation — See HANGING INDENTION.

hanging indention — Equal indention of all the lines of a paragraph except the first, which is longer than the others. Also called REVERSE INDENTION.

hanging page — A page of type which is found, after being locked up, to be out of the perpendicular, or not at right angles.

hang up — To place freshly printed sheets upon drying poles or lines.

hard impression—See HEAVY IMPRESSION.

hard pull—See PULL.

hard-sized—Paper sized by a special hardening process in which more than the usual proportion of rosin or similar material is used.

Hattersley typesetting machine—A machine for setting type, invented in England, but now practically obsolete. It was operated by a keyboard, similar to that of a piano, and the type used was that of the ordinary kind, being placed in the composing stick direct, by only one motion.

hat-tip press—A press used for printing hat-tips, the impression being obtained in gold leaf by the hot method.

haven cap—A size of brown paper, 21x26.

head—1. In printing, the top line of a page, or an inscription at the top of a page or section of a book or manuscript. 2. A *headline* or series of *headlines* placed over a "story" or article in a newspaper giving a summary or salient features of the text matter.

head and gutter space—In imposition, the space left between the pages in a form. The space left at the top of pages, for margin, is called HEAD SPACE, while that left between pages, for binding, is termed GUTTER SPACE.

head and tail—The top and bottom of a page, or of a printed or ruled sheet.

head and tail statement—A ruled statement with a blank space at both the top and bottom of the sheet.

headband—1. In printing, a thin metal slip at the top of the tympan of a printing press. 2. A decorative printed or engraved band at the head of a page or chapter. 3. In bookbinding, an ornamental sewed band, usually of cotton or silk folded over cord, attached to the head and tail of the inner back of a book to make it as long as the outer back.

headbanding and lining—In bookbinding, the pasting of back linings on the backbone of a book, after it has been rounded and backed, and the putting on of the headbands, if any are to be used. This is the last operation before placing the book in its cover.

head furniture — See HEAD STICKS.

heading—1. That which stands at the head of a form or page, as the heading of a newspaper; a title. 2. A *head.* See HEAD 2.

headline—1. A line at the top of a page, as the running title of a book; a title line over an article, or over an item or division in any printed matter. 2. A part of a newspaper *head*, generally the top or dominant line.

headliner — On newspapers, one who writes headlines; a *copyreader.*

headlines — 1. The series of display lines placed over a "story" or article in a newspaper. See HEAD 2. 2. In a book, the chapter lines, and the folio when there is no running title.

headpiece — An ornamental design used at the head of a page or chapter; a *headband.*

head sticks—Furniture put at the heads of pages in imposition, to make margin. Also called HEAD FURNITURE.

head to head—Designating a sheet, when printed or ruled on two sides, whose heads on both sides of the paper are on the same end of the sheet, as distinguished from *tumble head.*

heap—Formerly, when it was necessary to moisten paper before printing, a pile of paper given out to be wetted down for a job.

Hearst—A style of type of Roman face, designed by F. W. Goudy.

Hearst Initial — A style of initial letter, based on the Hearst face of type.

heavy impression — An impression taken when there is too much *squeeze* on the press, causing lines which should be soft and delicate to appear strong and heavy, and frequently injuring the face of the type; hard impression.

hectograph—A machine for manifolding a writing or design by transferring it to a slab of gelatin treated with glycerin, and then taking transcripts from the gelatin; a copygraph.

heelball—A composition of wax and lampblack, used by antiquaries in copying inscriptions.

height to paper—The technical term for the standard height of type. In the United States it is 0.9186 inch, and in England 0.9175 inch.

heliochromy—The process of obtaining pictures in their natural colors.

heliography — In photo-engraving, the art of fixing the images produced by the *camera-obscura.*

heliogravure — In photo-engraving, any process by which intaglio engravings are made.

heliotype—A gelatin film produced by a collotype process and hardened with chrome alum so that it can be detached from its support and attached to a plate, or cylinder for printing.

hell; hellbox—The receptacle into which a printer throws broken and battered type; the shoe; the old-metal box. The term is not now as frequently used as formerly.

Henry patent press—A press invented by John Henry, made in various sizes, and at one time quite extensively used for printing country newspapers, books and general commercial work. *Now obsolete.*

hiatus—A break or deficiency in the text of a manuscript, as from an erasure, injury, etc.

hieroglyphics — The characters or mode of writing employed by the ancient Egyptians, and now generally applied also to the picture-writings of the Mexicans and North American Indians.

hierography—Writing, in descriptive form, on sacred subjects.

high in line—A type whose face is higher on the body than is that of its mates, as distinguished from type that is *low in line.* Also called HIGH LINE.

high line—See HIGH IN LINE.

high quads—Quads that are cast the same height as the shoulder of the type, made especially for setting forms that are to be electrotyped.

high spaces—Spaces that are cast the same height as the shoulder of the type, made especially for setting forms that are to be electrotyped.

high to paper — Letters cast higher than the standard height of type.

history—A narrative or systematic written account of events, particularly of those concerning a nation, institution, science or art.

hog—A device used in paper-making for mixing and stirring the pulp of which paper is made.

hold copy—To hold and read copy in conjunction with a proofreader, and to prompt the latter when wording of copy and proof are not identical.

hollander—A beating engine used in paper-making; a pulping machine; a breaker.

hollow—A strip of pasteboard or other material used by bookbinders to serve as a guide for the case maker and to stiffen the back of the book.

hollow back—Designating a style of binding in which the cover is attached to the joint only of the book, so that when the book is opened the cover bulges outward instead of inward, as in a tight back book. Also called OPEN BACK.

hollow quad — See HOLLOW QUADRAT.

hollow quadrat — A metal quadrat mortised for the insertion of type or other matter. Also called HOLLOW QUAD.

hornbook—The name of a book at one time used as a child's primer, or first book used in learning to read. It usually consisted of a thin sheet of paper, mounted on a wooden board, having on it the alphabet, and sometimes the Lord's Prayer, and was protected by a sheet of transparent horn.

horse—A sloping frame-work, made of boards, placed on the *bank* use by pressmen as an aid in feeding.

horsing—Said of compositors and pressmen who charge for work before it is executed, who secure advances on their wages before they are due, or who "pad" their time in order to receive more than they have earned. Also called HORSING IT.

horsing it—See HORSING.

hotel note head—The size of a note head used chiefly by hotels, 5⅔x11.

hotel statement—A standard size of statement, 5⅔x11.

hotel style envelope—See REVERSED FACE ENVELOPE.

hot embossing — To emboss by means of heated plates or dies, as distinguished from *cold embossing.*

hot-press—1. A calendering machine used in paper-making to gloss paper by pressing it between glazed boards and hot metal plates. 2. To gloss paper in a hot-press.

hot-pressing—The act of passing printed sheets between glazed boards and hot metal plates to give the paper a glossy surface. The process is now rarely used.

Hours—See BOOK OF HOURS.

house organ—A publication issued at regular intervals by a business house to its salesmen, employees or customers.

hubs—See BANDS.

hydraulic press—A powerful standing press, operated by water power instead of a lever-bar, sometimes used by printers for pressing their printed work, and by bookbinders for pressing books.

hymn book—A book containing a collection of hymns; a hymnal. Hymn books were among the first works to engage the attention of the early printers, and specimens of their books are much valued and sought by book lovers and typographers of the present day.

hyphen — The character (-) used in printing and writing to connect the parts of a compound word, to divide and indicate the syllables of a word, or to indicate that part of a word is carried to the next line in a paragraph.

hyphen perforation — See PERFORATION.

hypotenuse oblong—A standard method of determining proper page or sheet proportions adopted by certain national organizations whose members are large consumers of printing. The hypotenuse (the side of a right-angle triangle that is opposite the right angle) of a triangle formed by the known width or length of a page or sheet determines the other, or required, dimension.

I—The ninth letter of the English alphabet. It is perhaps of ultimate Egyptian origin, and comes from the ancient Phoenician through the Greek and Latin to the English. As a Roman numeral the letter stands for 1.

iconograph—An engraving or illustration for a book.

id.—Abbreviated form of *idem.*

idem—A word taken from the Latin, meaning *the same,* or *the same as above,* sometimes abbreviated to *id.*

ideography—1. The science or process of writing by pictures or hieroglyphics, in which ideas are expressed by pictures or symbols instead of by sounds. The hieroglyphics of ancient Egypt, the picture writings of the Mexicans and North American Indians and the characters of the Chinese language are ideographic. 2. A system of shorthand writing, or a treatise upon that subject.

idiograph—A mark or signature peculiar to some individual; a trade-mark.

idiom—The language or form of expression peculiar to a people or to a district or community.

illuminate — In printing, to adorn an initial letter with elaborate or fanciful flourishes and miniature designs in gold or brilliant colors, or to decorate a book or page with borders, initial letters, pictures, headbands, or the like, in colors.

illuminated letters — Highly decorated letters, usually in gold or some brilliant color, but sometimes in black, used to adorn a page or book. See ILLUMINATE.

illumination—In printing, a term formerly used as a name for pictures intended to explain or throw light upon the meaning of the accompanying text.

illustrated publication—Any publication more or less profusely adorned with pictures.

imitation leather — Any of many textile fabrics made in imitation of the leathers used in bookbinding. They are made under many different names, such as PANTOSOTE, FABRIKOID, TEXODERM, REXINE, PLUVIUSIN, KERATOL, etc. They are less expensive than leather and many of them are superior to the cheaper grades of leather in durability and appearance.

imitation Morocco—A leather made from sheepskins, colored and embossed to imitate genuine Morocco, and used for binding books. Also called IMITATION MOROCCO SHEEP. See MOROCCO.

imitation Morocco sheep—See IMITATION MOROCCO.

imitation steel die embossing—A method of producing on a printing press, from ordinary type or line engravings, a style of printing in relief that somewhat resembles genuine steel die embossing.

imperfection — A term applied in bookbinding to a sheet rejected on account of errors or imperfections in printing or ruling, and for which others are required to make the work complete.

imperial — A size of paper, 22x31 in the United States and 22x32 in England. This name was also formerly given to two other sizes in the United States, 26x32 and 22x32.

imperial cap — A size of brown paper, 22x39.

imperial octavo—See OCTAVO.

imported papers — Special hand-made papers from foreign countries, used for fine books, brochures, menus, programs, book plates, certificates, etc.

impose — To arrange composed type matter in its proper order on a stone or table and lock it up in a chase ready for printing.

imposing bed—See IMPOSING STONE.

imposing stone—The stone on which compositors impose type matter and lock it up in chases ready for printing. It usually consists of a large stone with a smooth, flat top, but sometimes it is of metal. Sometimes called IMPOSING BED and IMPOSING TABLE.

imposing table—See IMPOSING STONE.

imposition—The act or process of imposing forms or pages of type. See IMPOSE.

impress—To imprint, stamp, press or print, as to impress a design upon paper in printing. The word is now seldom used in this sense.

impressibility—In paper-making, a term used to describe the capability of paper for taking an impression. Paper of inferior impressibility is difficult to print on and produces inferior work.

impression—1. In printing, a printed copy from type or plates, usually produced on a printing press; also a pressure of type, plates, etc., on paper, or its result as regards appearance, as a *light impression,* a *clear impression,* etc. 2. In publishing, the entire number of copies of a book, magazine, or the like, printed for one issue, especially when printed without alterations, as distinguished from *edition.*

imprimatur—A Latin word which signifies *let it be printed,* placed on the title-pages of books published in countries where there is a censorship of the press to show that legal permission for publication has been granted; hence sanction, approval or license to print or publish a book, magagine, newspaper, etc.

Imprimerie Imperiale—The government printing office of France, established in 1640. Sometimes called IMPRIMERIE NATIONALE.

Imprimerie Nationale — See IMPRIMERIE IMPERIALE.

imprint—1. The name or trade-mark of the printer or publisher, sometimes with the date and place of issue, appended to a publication or other printed matter. 2. Same as IMPRESS, which see.

in boards — 1. A term sometimes applied to a style of bookbinding in which the boards of the cover are merely covered with paper, instead of with cloth or leather. 2. A book is said to be cut *in boards* when it is cut after the pasteboards are affixed to form the sides.

incunabula—A name given to the extant copies of the earliest printed books, or to such of them as were printed before A. D. 1500. The word is from the Latin and means *cradle,* and signifies the *beginning* or *infancy* of the art. Also called CUNABULA.

indelible printing ink—Ink which, when printed on paper or any similar material, cannot be completely obliterated.

indent—To set a line or lines of type in from the margin, as is common in the first line of a paragraph.

indentation—See INDENT.

indention—See INDENT.

index—1. A table of the contents in detail of a book, usually arranged in alphabetical order and placed at the end of the volume. It is thus distinguished from the *contents*, in which the information is given in serial order, and which usually immediately follows the preface or introduction, and sometimes precedes it. 2. Letters, words or numbers printed, stamped or pasted in alphabetical or numerical order in spaces gouged on the fore edge of a book, or on separate sheets to be inserted in their proper positions in a book, and used to facilitate quick reference to the contents. 3. The character used in printing which is sometimes called a FIST. See FIST.

index bristol—A fine quality of bristol board, possessing a good writing surface and erasive qualities, made from rags and sulphite.

index card—A division card, marked with certain letters, figures or symbols arranged in proper order, used in connection with, and in referring to, data or information contained on other cards.

Index Expurgatorius—A catalog of books from which passages marked as opposed to the faith and morals of the Roman Catholic Church must be removed before members of the church may read the books. Also called EXPURGATORY INDEX.

indexing—The act of affixing index tabs to sheets, or of cutting and stamping indexes in the fore edges of books. See INDEX 2.

Index Librorum Prohibitorum—A catalog of books, the reading of which is prohibited by the Roman Catholic Church. Also called PROHIBITORY INDEX.

index tab—A piece of leather, cloth or paper on which is printed or stamped a letter, word or figure, for attaching to sheets that are to be used as indexes. See INDEX 2.

India ink—A black pigment imported chiefly from China and Japan, and used in writing, drawing and painting. The original India ink was sepia in color. Also called CHINA INK.

India paper—1. A paper of Chinese manufacture, having a smooth but not glossy surface, used for prints of engravings, woodcuts, etc. 2. A thin, tough, opaque paper used for printing.

India proof—An engraver's proof impression taken on India paper.

India tint—A color of paper, a light buff.

infant statement—A standard size of statement, $4\frac{1}{8}$x$5\frac{1}{2}$.

inferior figures—Small figures standing at the bottom of the line, as D_4, T_5, etc., as distinguished from *superior figures*.

inferior letters—Small letters standing at the bottom of the line, as opposed to *superior letters*. See INFERIOR FIGURES.

initial letter—The first letter of a word; also a large letter, frequently decorative in design, used at the beginning of a page, paragraph or division.

ink—1. To supply ink to a form for printing. 2. See PRINTING INK.

ink ball—See BALL.

ink block — A block upon which printing ink is placed, and which provides a convenient place for partially distributing it before it is conveyed to the distributing rollers of a hand press.

ink disk—See DISC 1.

ink-distributing rollers—See DISTRIBUTING ROLLERS.

inker—A pad or roller used to ink a form for printing.

ink fountain—See FOUNTAIN.

inking ball—See BALL.

inking table—See INKSTONE.

ink knife — A thin, flexible steel knife, used by printers for mixing ink; a spatula; also a blade or knife used to control the supply of ink from a trough, or to press down the ink.

ink mill—A massive machine, having hollow steel rollers, used by manufacturers of printing ink for grinding and mixing ink.

ink pelt—See BALL.

ink rollers—See COMPOSITION ROLLERS.

ink slice—An implement used for taking ink out of kegs, casks, cans or tubs and putting it on blocks or stones or in fountains.

inkstone—A stone slab on which pressmen mix or partially distribute ink before it is conveyed to the inking device or ink receptacle of the press. Also called INKING TABLE.

ink table—1. The flat surface upon which the ink roller is pressed, previous to being applied to the form on a hand press. 2. The same as INKSTONE, which see.

Inland Copperplate—A style of shaded Text type, made in imitation of a letter used by copperplate engravers. Also called TIFFANY TEXT.

inlay—1. To insert a print, a printed or written page or anything similar in a heavier or stronger sheet serving as a mat, a frame or support for it. 2. To provide a book with inlaid illustrations.

inner form—A printed form that contains the half of a sheet that includes the inside page. Also called INSIDE FORM.

inner quad—See INNER QUADRAT.

inner quadrat — A circular quadrat with a convex surface on one side by use of which the compositor is enabled to set curved type lines with more accuracy and in less time than by the ordinary method. Also called INNER QUAD.

in print—State of being in a printed form; issued from the press; published; still on sale by the publisher.

inscription — A dedication, title, address or name written or engraved upon any object, as in the beginning of a book, and intended to dedicate it to special use or service.

insert — 1. An additional leaf or leaves, or a circular, etc., placed or to place within the leaves of a book, pamphlet, newspaper or the like. 2. To place circulars or other printed matter in an envelope, or within the folds of a book, newspaper, etc.; to place the inner leaves or signatures of a book within the cover, or within other signatures. 3. Words or sentences added within the body of text matter; also called INSERTION. 4. To place an advertisement in a newspaper or other publication. 5. A notation in manuscript copy by an author or editor indicating that certain other matter is to be inserted by the compositor at the point specified, as *insert Copy A*, etc.

insertion—See INSERT 3.

inset—1. That part of a printed sheet in some sizes of books which is cut off before folding and inserted in the middle of the folded sheet to complete the succession of the pages. Also called OFFCUT. 2. Any additional pages of advertisements, maps, illustrations, etc., inserted in a book. 3. A small map, illustration, etc., set within the border of a larger one.

in sheets—A printed book is said to be *in sheets* before it is bound, either before or after folding.

inside—1. The side of a printed sheet that contains the second page. 2. The *inner* leaves of a book, pamphlet, etc., as distinguished from the *cover*.

inside form—See INNER FORM.

inside mortise—A mortise cut inside the border of a printing plate.

inside quire—One of the inner or perfect quires of paper in a ream, containing twenty-four good sheets, as distinguished from an *outer* or *corded quire*, which usually contains some torn and soiled sheets.

insides — Sheets of paper among which there is none from the outside of original packages; hence perfect sheets.

inside sheet — A thin sheet used by pressmen for placing between the tympans of the press.

inside tin—A device used in bookbinding, so-called because it is placed inside the boards when the volume is put in the standing press.

intaglio — Anything having lines or designs sunk or cut into its surface, as a copper plate, a steel die, etc.

intaglio printing — Printing done from plates in which the design or lettering is in intaglio, or sunken below the surface, as distinguished from *printing from designs in relief* or from *type*. Copperplate printing, steel die embossing and impressions taken from dry point etchings are forms of intaglio printing.

intaglio-type — A method of producing, from a design drawn on a coated metal plate, an intaglio plate for printing; also a print from such a plate.

integral cover—A cover printed on the same paper and in the same form as the inside of the book, the cover pages being so placed in the form that, when the sheet is folded, they will serve as the front and back cover of the book. Also called SELF-CONTAINED COVER.

interlay—To place an *underlay* between a printing plate and its mount in order to raise the plate to the proper height for good printing. See UNDERLAY.

interleaf—A leaf inserted between others, as a blank leaf for notes and comments inserted in a book.

interleave—To insert leaves between other leaves.

interline—1. To write or insert matter between lines already written or printed. 2. In pen-ruling, to strike in lines on a portion of a ruled sheet between more widely spaced lines, leaving opposite end or portion of sheet without such.

interlinear—Contained or inserted between lines already written or printed.

interpolate—To alter or corrupt, as the text of a book, by inserting matter that is new and foreign to the meaning or purpose of the author.

interrogation—The character (?) used to indicate a question, to express a doubt or to mark a query. Also called INTERROGATION POINT.

interrogation point—See INTERROGATION.

Intertype — Trade name of a machine similar in principle and operation to the LINOTYPE.

introduction—That part of a book or discourse which introduces or leads up to the main subject; the formal preface to a work, generally used by the author for personal explanations, etc.

inverted comma—A comma having its face inverted, and used singly (‘) or doubly (“) as the single or double quotation mark respectively that is placed at the beginning of a quotation. Called also TURNED COMMA. See APOSTROPHE.

inverted five—The figure 5 inverted and used instead of a *cedilla* by printers who do not have the character.

Italic—A style of letter which slants to the right, as in *these words*, the companion face of Roman, first made by Theobaldus Manutius (popularly known as Aldus) of Venice, in imitation of the handwriting of Petrarch, the Italian poet, and first used in an edition of Vergil printed by him in 1501. Italic type is used chiefly to distinguish words for emphasis, importance, antithesis, etc.

italicize—To print in Italic type—indicated in copy by underlining the words to be so printed with a single mark or stroke.

Italic quad—A quad used with Italic type when every letter in the font slopes and is so made that sloping quads are required. Generally, however, Italic quads are classed in the same category as “type lice,” “left-handed monkey wrenches,” “stone stretchers’” and other things for which the prankish printer frequently loves to send the “devil” on a fool’s errand.

item—1. A short article, paragraph, piece of news or information printed in a newspaper. 2. A Latin word meaning *also,* used in catalogs, etc., when an article is added.

its own paper—The paper on which a work is to be printed, so termed when one or more proofs of the work are printed on the paper that is to be used in order that the author or customer may see the finished effect before the work is proceeded with.

izzard—A name for the letter *Z,* common in England, but seldom used in the United States.

J

J—The tenth letter of the English alphabet. It was formerly used interchangeably with I, and the separation of the two letters in English dictionaries is of quite recent date. As a Roman numeral it formerly stood for 1, being the same as I in this particular.

jacket—1. A detachable outer cover for a bound book to protect the binding, usually made of heavy canvas; also a paper cover or wrapper issued with bound books to serve the same purpose. 2. A wrapper or open envelope to contain official documents, on which are put directions as to contents, disposition, etc. 3. In papermaking, a felt cover for the *couch roll*, used to remove excess water from the paper. 5. A name sometimes applied to the job ticket used by printers and bookbinders. See JOB TICKET.

jeff — Among printers, to throw for a stake or for first choice in anything, using *em quadrats* instead of dice; game of chance.

Jenson Old Style—A style of letter fashioned after the "Golden" type used by William Morris of England in 1891, which in turn was patterned after a type-face first used by Nicholas Jenson, the celebrated printer of Venice, Italy, in 1470.

jerry—A printer's slang term for a loud noise made by hammering.

jet—A small projection on the bottom of a type as it comes from the mold.

jigger—1. A printer's slang term for an ornament or anything used to embellish a page or form; also called FLUBDUB and FLOWERS. 2. A device used by compositors to mark a place on their copy.

job—A piece of work or business executed by a printer or bookbinder.

jobber—See PLATEN PRESS.

job case — A type case in which the upper and lower cases are combined, or one having a separate compartment for each character in a font.

job hand — A compositor or pressman who confines himself chiefly to job work.

job jacket—See JOB TICKET.

job letter—A general classification given to all styles of printing type except Roman and Italic, but the classification is not strictly accurate, as nearly every style of type is used in what is termed job work.

job office—A printing office where miscellaneous or general commercial work is done.

job press—A press constructed especially for the printing of general commercial work; a platen press; a jobber.

job printer — One who does miscellaneous printing; a commercial printer. The term *job printer* is now but little used among the better class of printers, or in the graphic arts generally.

job printing—The printing of miscellaneous work, as distinguished from *book* and *newspaper printing;* job work; commercial printing. See JOB PRINTER.

Job's news—Bad news.

job ticket — In printing and bookbinding, an envelope to enclose copy, samples, etc., and on which is written customer's name and the instructions concerning the job or piece of work which it accompanies. Also called JACKET, JOB JACKET, TICKET, WORK TICKET, etc.

job type — Type especially adapted for job or commercial printing; ornamental or display type. Also, usually, any type larger than 14-point, as distinguished from *body type.*

job work—See JOB PRINTING.

jog — To straighten sheets of paper and stack them up with the edges even for whatever operation is to follow. If done by hand, the sheets are stood on edge and gently joggled or jolted into alignment.

jogger—One who jogs sheets of paper, or a device on a printing press or ruling machine to perform the same operation.

John Alden—The name of a job letter of Roman face.

John Hancock—The name of a style of type of Roman face, characterized by round letters and heavy strokes.

joint—In bookbinding, one of the projections formed in backing a book to admit the boards; also the hinge formed by the end sheet or strip of cloth that attaches a book to its cover.

joint rod — A rod used by bookbinders to hold a book in shape for pressing.

Jordan engine — A machine used for beating and pulping in paper-making.

journal—1. A newspaper, or periodical publication giving an account of passing events; a magazine. 2. The record of the proceedings and transactions of a society, or of a deliberative body, as the daily proceedings of one of the branches of a legislature. 3. In bookkeeping, a book of accounts in which is entered a condensed statement of daily transactions; a daybook.

journalism — The profession or business of collecting, writing, editing and publishing current news.

journalist — One who conducts, writes for or edits a public journal.

journeyman—A worker who has learned a trade, as distinguished from *apprentice*, and also from *foreman* and *master*.

jungfer—The German name for a size of type corresponding to *brevier*, or 8-point, in the American Point System. They also call it PETIT.

justification—1. In printing, the adjustment of a line of type, by spacing, so that it exactly fills the line, or of a cut so as to hold it in the right position in the form. 2. In bookbinding, the act of arranging or adjusting the pages of a book so that they agree and are parallel throughout, in order to insure a straight and equal margin.

justifier—1. A workman or mechanical device that justifies type. 2. A wedge or quoin used to secure a composing stone in its *coffin* or wooden frame.

jute—The fiber of either of two plants grown in East India, used for making wrapping paper, twines, sacking, etc.

jute board—A board, or tag board, in which jute is the principal ingredient.

jute manila—A wrapping paper made from jute and manila clippings.

K

K—The eleventh letter of the English alphabet. Its general form and sound are Latin, into which alphabet it came from the Greek, the Greek taking it from the Phoenician and general Semitic letter *Kaph*. As a medieval Roman numeral it stands for 250.

kallitype—In photography, a printing process, now but little used, employing paper sensitized with a ferric salt and a silver-nitrate developer.

kalogram—A design similar in appearance to a monogram, but instead of being made up of the initials only, it includes all the letters of the surname, and sometimes the middle initial and those of the given name as well, all arranged in readable form.

keep down—To keep type matter down to lower case letters as much as possible; to avoid the use of too many capitals.

keep in — To crowd printed matter in by thin spacing; to bring in.

keep out — To expand printed matter by wide spacing.

keep up—To use capitals freely in type matter.

Kellogg's improved Newbury blank and card press—An inexpensive small hand press which printed a sheet 14x17 inches, and which was claimed to be an improvement on the Newbury press, and to be well adapted for small job work. *Now obsolete.*

Kenilworth—A style of letter similar to Cheltenham.

kent cap—A size of paper, 18x21.

keratol — See IMITATION LEATHER.

kern—That part of the face of a letter which projects beyond the body or shank.

kerned letter—A letter having a projection beyond the body or shank. In Roman, *f* and *j* are the only kerned letters, but in Italic, *d*, *g*, *j*, *l* and *y* are kerned on one side of the face, and *f* on both sides. Many Italic capitals, as well as many kinds of job letter, are also kerned on one side.

kettle stitch—In bookbinding, the stitch which the sewer makes at the head and tail of a book in fastening the threads of continuous sheets or signatures; the stitch which connects each sheet or signature of a book with the preceding or following sheet or signature.

key—In bookbinding, a metal device used to hold the bands in position in the sewing press.

keyboard—In printing, an assemblage of keys, systematically arranged on a composing and slug casting machine, which, when pressed, cause mechanisms to operate which result in releasing and assembling matrices from which printing characters are cast. In the *Monotype system* of composition, the keyboard is a mechanism separate from the casting machine. See MONOTYPE.

key drawing—A drawing of the principal outlines of a subject, furnished to the engraver as a guide to color-separation in making a set of plates for two or more colors.

keyplate—In printing, a plate used as a guide to get other plates into *register*.

keystone — In color lithography, an outline design used as a guide in getting the colors in place.

Kidder press—A special platen press invented about 1878 by Wellington P. Kidder of Boston. In this machine, paper is fed from a roll, printed on both sides, numbered, perforated, punched, and treated in almost any desired manner at one operation.

kid finish—A dull, rough finish on paper or cardboard.

kill—To eliminate copy or composed matter; to mark or designate composed type matter as not to be used.

knock up—To make printed sheets even at the edges, or to shape into book form.

knocking-down iron — An iron used in bookbinding, into which the slips are laced and pounded down so that they will not show when the book is covered.

kraft—A tough, strong, natural colored paper, made from sulphate pulp, used chiefly for wrapping paper.

L

L—The twelfth letter of the English alphabet. The form and value of the letter are from the Greek, coming through the Latin into the English. The form of the Greek letter (*Lambda*) came from the Phoenician and perhaps ultimately from the Egyptian. As a Roman numeral the letter stands for 50.

label—A slip of paper, parchment, cloth, or the like, to affix to anything, and indicating usually its contents, ownership, destination, etc.

label border—A border mortised in making, and used in printing labels.

labor-saving fonts—Fonts of leads, slugs, brass rule, borders, and wood and metal furniture made in a series of lengths and widths, each piece being made to exact point or pica measure, used for rapidly and accurately assembling the units of any form in the composition of type matter.

labor-saving quotation furniture — See LABOR-SAVING FONTS.

labor-saving rule — See LABOR-SAVING FONTS.

labor-saving special characters—Special type characters, such as accented letters, special fractions, etc., which, because of their infrequent use, do not come in regular type fonts, but which may be obtained separately from the type founder.

laced in—A bookbinder's term, indicating that the boards of the cover are affixed to the volume by means of bands passed through holes made in the boards.

ladies'—A card size, 2½x3½.

ladies' bath—Formerly a size of paper 7½x11.

laid paper—Paper watermarked with parallel lines and cross-lines, as though ribbed, produced by impressions from wires as it passes under the dandy roll in manufacture.

laminated backing—A backing or block used by engravers as a base on which to mount plates. It is made of several thin layers of wood glued together, instead of the single-ply board sometimes used.

lampblack—One of the main ingredients of black printing inks.

Langston Monotype — See MONOTYPE.

large—A card size, 3x4½.

large check—The name of a size of paper, 19x24, the same as ROYAL, PACKET FOLIO, EXTRA FOLIO and DOUBLE PACKET.

large post—A size of paper, 16½x21.

Latin Antique—The name of a style of type of the Antique family, but similar to the Gothic face.

Laureate—The name of a job letter of Roman face.

law binding—A style of plain binding in sheep or light brown calf, used chiefly for law books.

law blank—A size of paper, 13x16, the same as FLAT CAP, SMALL CAP and LEGAL CAP.

law book—A book containing laws, or treating of laws.

law calf—A superior grade of calfskin, used for binding law books and similar works.

lawn finish—A finish imitating linen cambric on paper, produced by pressure in manufacture.

law sheep—See SHEEP.

law skiver—A *skiver* tanned in a russet or natural color, used in binding law books, medical books, etc.

lay—1. To place new type in its proper receptacles in a case. 2. To place and arrange the pages for a form upon the imposing stone. 3. The relative position of the sheet to be printed and the plate on the press; also a mark used to define this position.

layer-on — In England, one who feeds a printing machine; a press feeder.

laying cases — Filling cases with new type.

laying out—Planning or arranging the matter for a form or book before it is put into type, as to *lay out* the pages for a catalog.

laying pages—Arranging the pages of a form in their proper order on the imposing stone.

laying press — See LYING PRESS.

laying type—Putting new type into the cases.

lay of the case—The system upon which the various characters used in printing are distributed in the case.

layout—A preliminary type plan or arrangement for the printer to follow, showing the general grouping of the matter, and the kinds and sizes of type to be used. See AD. COPY.

layout man — One who prepares layouts.

layout sheet—The sheet containing the preliminary arrangement of matter for a contemplated piece of printing.

l.c.—The abbreviation of *lower case.*

lead—1. A thin strip of type metal or brass used to separate or open up lines of composed type matter, or to blank out forms of various descriptions. Leads are quadrat-high, and vary in thickness from one point to three points, the size most commonly used being 2-point. 2. To place lead between lines of composed type matter, as to *lead a column,* to *lead out a page. Black l.,* see GRAPHITE.

lead — In newspaper editing, the word used to designate the leading paragraph or paragraphs of a news story—the portion which precedes other text matter on the same subject.

lead cutter—A device used by printers for cutting lead strips to required sizes.

leaded matter — Composed type matter having leads between the lines.

leader—1. A type character having a row of dots or hyphens on its face, used for printing lines to guide the eye across a space to the right word or number. 2. The longest or most important editorial or news story in a newspaper; a leading article.

leader writer—A term used in England for editorial writer.

leading—Spacing out or opening up type matter by placing *leads* between the line.

leading article—The longest or most important article in a newspaper or magazine; a leader.

lead molding process — A process for making electrotypes in which lead is used instead of wax. It is considered superior to the wax process for fine screen halftones, process color plates, or for any class of work requiring accuracy in size, close register, clearness of detail, etc.

lead rack—A partitioned receptacle for holding leads.

leaf—1. A part of a book or

folded sheet, being two pages, one on each side; also the matter on a leaf, whether written or printed. 2. A term sometimes applied to GOLD LEAF.

leaflet — A sheet of small pages, which may be folded, stitched or bound in the usual manner, but not cut or trimmed; a folder.

leaf metal—Metal beaten into thin sheets or leaves, as *gold leaf, silver leaf*, etc., and used by bookbinders for lettering books, etc.

lean—In printing, matter that, by reason of illegibility of copy, or because of its being set close or solid or in type thinner than the standard, is of such a character that it will yield but small profit to the printer if charged for at the regular rate, and but small wages to the compositor doing piece-work. The opposite of *phat.*

lean faced letter — A type character having a light, thin, slender face. Also called LEAN FACED TYPE.

lean faced type — See LEAN FACED LETTER.

lean take — A compositor's *take*, or subdivision of copy, in which there is considerable *lean* matter. See LEAN.

lean work—In printing, unprofitable work. See LEAN.

ledger—A book used in bookkeeping, in which a summary of accounts is kept for permanent record; the book of final record in business transactions.

ledger paper—A high grade writing paper possessing a smooth, dull surface, durability and good erasure qualities, and used principally for record books, ledger sheets, etc.

legal — A name for legal notices printed in a newspaper as required. specifically by law; a legal notice.

legal cap—A size of paper 13x16, the same as FLAT CAP, SMALL CAP and LAW BLANK.

leg man—A slang term for a newspaper reporter who "covers" a certain district or assignment and who reports by telephone to the office.

letter—1. A character of the alphabet; a single type or type collectively; a supply of type; a style of type. 2. A printed or written communication. 3. A size of paper, 10x16, and formerly sometimes 9¾x10½.

letter blindness—See ALEXIA.

letter board — See FORM BOARD.

letter book—A book in which copies of letters are made and kept.

letter card — In England, a folding postal card.

lettered—1. Marked, stamped or inscribed with letters. 2. Learned; educated; literate.

letterer—One who draws or engraves alphabetical letters.

letteret—A short letter.

letter founder — A name sometimes used for type founder.

letter hangs—A term used to describe type matter that does not stand perfectly square and upright when transferred from the composing *stick* to the *galley*.

letter head—A sheet of paper on which a personal or business heading is printed, lithographed or engraved, and intended for use in correspondence. The standard size for letter heads is 8½x11, but other common sizes are 8x10½ and 7¼x10½.

letter-high—Type-high.

lettering—1. The letters made for anything, as the lettering of a sign. 2. The act of making or drawing letters, or of marking with letters.

lettering block—A piece of wood with a rounded upper surface upon which side-labels are lettered by bookbinders.

lettering box — A box in which bookbinders fasten type preparatory to using it for lettering a book.

letter-learned — Possessed of much knowledge obtained from books.

letter paper—Writing paper intended principally for letters and letter heads. The standard size for letter paper is 17x22, but it also comes in 10x16, 16x21 and 22x34.

letter press—A press used for copying letters.

letterpress—Matter impressed by type or plates on paper or other material. See LETTERPRESS PRINTING.

letterpress printing—Any of the various methods of printing from type, plates or any characters cast or engraved in relief upon metal, wood or other material, the ink being applied direct to the printing surface, and the impressions being made by surface or cylindrical pressure; more commonly called PRINTING; also relief printing. The meaning of the term is exactly opposed to *lithography*, *offset printing* and any of the various processes of *intaglio printing*, such as *copperplate printing*, *steel die embossing*, etc.

letter rack—A rack for containing wood or metal letters that are too large to be conveniently kept in the cases.

letter sheet—A sheet of paper to be used as a letter, especially a stamped sheet of paper issued by the government to be folded and sealed and sent through the mail without an envelope.

letter spaced — Words in which thin spaces have been inserted between the letters, to space out the words or to avoid excessive spacing between words.

levant Morocco — A large-grained variety of Morocco leather, highly prized for binding books.

lever-sliding knife paper cutter—A machine for cutting paper, manufactured by E. R. & T. W. Sheridan of New York. *Now obsolete.*

lexicon — A vocabulary or book containing the words of a language arranged alphabetically and defined, especially such a book of the Latin, Greek or Hebrew languages; a dictionary; a wordbook.

libel—A defamatory statement or representation expressed in printing or writing, or by pictures or signs, which tends to expose another to public hatred, contempt or ridicule.

Liberty card and job press—See LIBERTY PRESS.

liberty of the press—The free right to publish newspapers, books, pamphlets, etc., without previous restraint or censorship, and subject only to punishment for matter that is libelous, seditious or morally pernicious.

Liberty press—A platen press manufactured by Degener & Weiler of New York, which at one time had a considerable reputation and was in quite extensive use. Also called LIBERTY CARD AND JOB PRESS. *Now obsolete.*

librarii—A name given to the monkish scribes who copied or wrote books before the invention of printing, the term denoting transcribers of both ancient and new books. ANTIQUARII designated more especially those who transcribed ancient books only.

library—A collection of books kept for study or reading, and not as merchandise, and also the apartment or building where it is located.

libretto — Literally, a small book, but restricted by common usage to a book containing the text or words of an opera.

lift—1. Each separate portion of printed or ruled paper, regardless of the number of sheets, as it comes from the press or ruling machine and is placed in the drying racks to dry. 2. To remove a form temporarily from the press, thus suspending the process of printing, usually in order that another form may be put on and printed.

lifting—See PICKING.

lifting type—The act of removing composed type matter from the stick to the galley.

lifts—Said of a type form when it has been so justified and locked in the chase that no parts of it drop out when it is raised from the stone.

ligature—See DOUBLE LETTER 1.

light-faced — Type having a light or thin printing surface, as distinguished from *bold-faced* letters.

limp cover — See FLEXIBLE COVER.

limp suede — An *ooze* sheep leather finished in gray, used for binding books.

line — 1. A unit of measurement, equal to a pica, used to designate the sizes of wood type. 2. A row of written or printed letters, words, figures, etc., extending across a page or column. 3. A short note, letter or other piece of writing. 4. Said of types when the hairlines at the top and bottom form a perfectly straight line when a number of the same character are placed side by side. 5. To rule lines on paper, as to feint line or down line a form or sheets.

line color plate—A separate printing plate used to produce an additional color in line cut or zinc etching work.

line copper plate—A printing plate made on copper by a process identical with that for making line plates on zinc except that different chemicals are used in the etching.

line drawing — A drawing made with a pointed instrument, as a pen or pencil, especially one made with a pen using black carbon ink; also a drawing made in line or stipple with a pencil, crayon, brush or *"dry" brush.*

line engraving—1. Engraving in which the effects are produced by lines of different width and proximity, cut into copper or other similar material. 2. A plate produced by the line engraving process; a zinc etching. 3. A picture printed from a line engraving.

line etching—See ETCHING 1.

line former — A brass rule bent or curved to aid in setting curved lines of type.

line gauge—A printer's measuring rule, usually graduated into *nonpareils* and *picas* on one edge, with inches on the other, so that the comparative measurements may be seen at a glance. Also called MEASURING STICK.

linen finish—A finish on paper resembling linen, usually produced by placing the paper between plates of zinc and sheets of linen and subjecting it to pressure.

linen paper — The highest grade of writing paper, made from linen rags only. The term is also now applied to various papers that simulate the original in appearance and quality, and to papers that have a cloth finish. It is not known when or where linen paper was first made, but remnants of Spanish paper of the twelfth century appear to indicate that attempts were made as early as that time to add linen rags to cotton rags in the manufacture of paper.

lineograph — A device for drawing lines.

line work—Line drawing or engraving.

lining—The paper, crash cloth or other material which is pasted on the back of a book after it has been sewed and backed, to reinforce the sewing and hold the signatures together.

lining and headbanding — See HEADBANDING AND LINING.

lining machine — A machine, or an attachment on the beveler, used by photo-engravers for cutting a white line border on halftone plates.

lining paper—The colored or marbeled paper at the front and back of a bound book; end paper.

lining skiver—A leather split a little thinner than the regular grade of *skivers*, used for lining the inside covers of bibles and the better classes of books.

lino — A contracted form of the word *Linotype*, frequently used by printers.

Linograph—Trade name of a machine similar in principle and operation to the LINOTYPE, which see.

linoleum cut — A printing block made by cutting the design in linoleum and mounting type high on a wooden base. Leather is sometimes similarly used.

linometer—An attachment for a Linotype machine, used for counting the number of ems set.

Linotype — Trade name of a machine invented by Ottmar Mergenthaler in 1886, which assembles matrices from which slugs are cast and, from the slugs, printing may be done direct. This invention completely revolutionized the setting of straight matter. Many improvements have been added to this machine since its invention, including two-letter matrices, multiple magazines, etc. Other machines which produce slugs by a similar method are also manufactured under the name of INTERTYPE and LINOGRAPH, which see. 2. *Linotype*: Type matter set on a Linotype machine.

linotyper—One who operates a Linotype machine; a linotypist.

linotypist—See LINOTYPER.

litchdruck—A kind of collotype. See COLLOTYPE.

literal—1. According to the letter, or the natural and ordinary construction of a writing or expression. 2. A printer's term for *literal error*.

literal error—An error due to a fault in printing, transcription, or the like; an error in letters, as distinguished from a *verbal* error; a literal.

literary—Pertaining to letters, literature or learning.

literary property—The property constituted by the right of an author, or those who claim under him, to his copyright, or the enjoyment and use of his literary productions.

literati—Men of letters; the learned class.

literatim—Letter for letter, as to follow copy with literal exactness.

literature—1. The total of the preserved written or printed works of any period, country or people, or of the entire world. 2. Printed matter of any kind, as *advertising literature, descriptive literature.*

lithograph—1. To produce, copy or portray by means of lithography; to inscribe or design on stone. 2. A print produced by lithography. See LITHOGRAPHY.

lithographer—One who works at, or is engaged in, lithography.

lithographic chalk — See LITHOGRAPHIC INK.

lithographic crayon — See LITHOGRAPHIC INK.

lithographic ink — 1. The greasy substance used by lithographers for drawing a design on stone or metal. The same substance, but of a different consistency, compressed into the form of a pencil or stylus, is called LITHOGRAPHIC CRAYON or LITHOGRAPHIC CHALK. 2. Ink used on the *lithographic* or *offset press* to reproduce the design drawn on the stone or metal plate.

lithographic paper — Paper of a special quality and finish, and treated so as to counteract the tendency of paper to stretch, and used in *lithographing* and *offset printing.* The best grades of lithographic paper are coated on one side.

lithographic press—The special press on which impressions are made in the lithographing process. It is similar to the ordinary flat-bed press used in printing.

lithographic stone—A special kind of stone used in lithography, and on which is drawn the design to be printed. The best stones for this purpose come from Bavaria, although some that are of somewhat inferior quality are quarried in various other parts of the world.

lithographing — See LITHOGRAPHY.

lithography—The process of drawing designs on stone with a special crayon or chalk, and of producing printed impressions therefrom; also any process based on the same principle in which a thin flexible metal plate is used instead of stone, called *offset printing*. The art was discovered by Alois Senefelder, a native of Prague, in 1796.

lithogravure — A process of photo-engraving on stone.

litho-photography—The same as PHOTO-LITHOGRAPHY, which see.

lithotint—A process of lithography, not now in use commercially, by which the effect of a tinted drawing is produced as though made with India ink; also a picture made by this process.

lithotone — A halftone plate made by employing the same equipment as is used for the ordinary halftone, but the surface of which is made up of lines instead of dots, the line effect being obtained through a special stop used in the lens while the exposure is being made.

lithotype — 1. A stereotype plate made of a composition of shellac, sand, tar and linseed oil; also a print from such a plate. 2. An etched stone, with the design in relief, used for printing; also the process of printing from such a surface. 3. A machine with a keyboard like that of a typewriter, used for making a lithographic transfer sheet.

Little Domesday Book—See DOMESDAY BOOK.

live—Type matter set up and ready for use; matter to be kept for future use; not *dead;* not ready to be distributed. See ALIVE.

live form—A form of type not yet printed from, or that is being held for further use, as distinguished from *dead form.*

live matter — Type matter which has not been printed from, or which will be used again, and is therefore not to be distributed; type matter to be kept for printing.

live rack—A rack in which type forms, locked up and ready for the press, are placed.

live stone — The stone in a composing room that is used for type forms that are ready for the press, or that are being held for future use, as distinguished from *dead* stone. See LIVE.

loading—See FILLER 3.

local—In newspaper cant, an item of local news, especially a brief item; also local news collectively.

local brief—An item of local news, usually not exceeding five or six lines.

locking up—The act of fastening a type form in the chase; also called LOCK-UP.

lock-up — 1. The one who locks up or fastens a type form in a chase. 2. Also the act of locking up a type form.

loft-dried—A term applied to the best grades of papers, indicating that they have been dried by being hung on poles or cords in a drying loft. Same as POLE-DRIED.

logarithmic — A device used by photo-engravers for finding the dimensions of a reproduction of any size that is to be made either larger or smaller than copy. See SIZE FINDER.

logograph — A character or mark representing a word; a logogram; a *logotype.*

logography — A method of printing in which logotypes, or types containing syllables or entire words, are used.

logotype—A single type containing two or more letters frequently associated, or a syllable or word of common use, as *the, and, that,* etc., used to save time in composition; also a single type containing a design, trade mark or title.

long accent—See MACRON.

long cross — The bar in a chase that divides it the longest way.

longevity—As applied to paper, its length or period of life, its enduring quality.

long letter — A letter which fills the entire depth of the body, being both ascending and descending, as the Roman *Q* and *j* and the Italic *f.*

long page—A type page that is of more than the proper length, being longer than the other pages in the form.

long primer—The name of a size of type, 10-point in the American Point System, larger than *bourgeois* and smaller than *small pica.* The French call this size PETIT ROMAIN, while the Germans term it CORPUS.

long ream—Twenty 25-sheet quires of paper, or 500 sheets, as distinguished from *short ream* and *printer's ream.* The long ream is the one in common use for printing and writing papers at this time.

long run—In printing, a large number of impressions on a printing press; work which requires a long period of press-time to execute. In contrast to *short run.*

long s—The name applied to the old form of the letter *s.* This awkward and unsightly form of the character was first discarded by John Bell, an English publisher, about 1795, and the change was eagerly accepted and soon generally followed by other printers.

looping machine—A machine for providing calendars, maps, tags, hangers, etc., with looped strings for hanging. It punches the hole, inserts the twine, draws it to the desired length, ties the loop, cuts it off and delivers the product at the receiving table all at one operation.

loose—Not secured or fastened together; not bound or padded.

loose back—A book whose cover is not glued to its back, as distinguished from *tight back.*

loose justification — Insufficient spacing of the lines in the composing stick.

loose leaf binding—A style of binding in which the leaves and cover are separate, the leaves being inserted as desired and secured in the binder by means of posts, rings, straps or clamps. This scheme permits of the easy removal of obsolete leaves, or the addition of new ones as needed, and provides a method of building special books for special purposes, as for salesmen, certain customers, etc., and is used extensively for catalogs and price books as well as for all the kinds of books used in bookkeeping and accounting.

low case—A type case which is short of its proper allotment of type.

Lowe press—A kind of small hand press, used chiefly by amateur printers. *Now obsolete.*

lower case—1. The name applied to the small letters (not capitals) of the alphabet; also called LOWER CASE SORTS. 2. The lower of a pair of type cases. 3. To change capital letters to small letters. Usually abbreviated to *l. c.*

lower case sorts—See LOWER CASE 1.

low finish — The paper-maker's technical term for antique finish on papers.

low in line—A type whose face is lower on the body than is that of its mates, in contrast to type which is *high in line.* Same as LOW LINE.

low line—See LOW IN LINE.

low to paper — Letters cast lower than the standard height of type, which is 0.918 inch.

l. p. — Abbreviation for *long primer, large post* and *large paper.*

"L" type ruling machine—A ruling machine which rules both the cross and down lines at one operation. In principle, it is like two straight-feed machines set at right angles to each other, the cross ruling being done in the first unit, and then, after the direction of the sheet is automatically changed, the down lines are ruled in the second unit.

Ludlow Typograph—A machine for casting display composition on slugs.

lye brush—A brush used to apply lye to a type form, after printing, to cleanse it of ink.

lye trough—A shallow trough in which type forms are placed, after printing, in order to clean them of ink.

lying press—A press used in bookbinding to hold sheets by lateral pressure for the various steps in *backing.* Also called LAYING PRESS.

M

M—The thirteenth letter of the English alphabet, being derived from the Greek through the Latin, and being further derived from the Phoenician, and ultimately, perhaps, from the Egyptian. As a Roman numeral the letter stands for 1,000, and when used in connection with Arabic numerals it indicates *thousand*, as *1m*, *5m*, or *10m* for *one*, *five* or *ten thousand*. 2. In printing, the same as EM.

machine—A name applied in England to any printing press except a hand press.

machine composition—Composition done on any of the various typesetting machines, such as the Linotype, Monotype, Intertype, Linograph, Unitype, Simplex, Ludlow Typograph, etc.

machine composition, cost of—See COMPOSITION, COST OF MACHINE.

machine direction—The direction in which the fibers flow on the paper-making machine, hence *with the grain* as applied to a sheet of paper.

machine-dried — A term applied to paper that has been dried rapidly on the steam-heated drums of a paper machine.

machine finish—A finish on paper, especially book paper, obtained by pressing the sheet through the calender stacks at the end of the paper machine. Also called M. F. and S. & C. The best grade of machine finished book paper is known as "Extra," and is made of sulphite and soda pulp. Then follow NO. 1, made of sulphite and old papers; NO. 2, made from ground wood and old papers, and NO. 3, made entirely from ground wood. The term is also applied in paper-making to any uncalendered paper as it comes off the last drier.

machine folding — Folding done on a machine, as distinguished from *hand folding*.

machine-made paper — Paper made by a machine as distinguished from that manufactured by hand.

machine man — In printing, one who works at or operates a machine, especially a typesetting machine or a press.

machine ruler — A name sometimes applied to a machine for ruling paper.

machine ruling—Ruling done on a ruling machine as distinguished from that produced by printing.

machine sewed — In bookbinding, a book that is sewed by a machine, as distinguished from one sewed by hand.

machine stitched — See STITCH.

Mackie's manifold typesetting machine—A machine invented in England for setting duplicates of lines of type. *Now obsolete.*

Mackie's typesetting machine—A kind of typesetting machine invented in England in 1869. *Now obsolete.*

mackle—The appearance of a double impression on a printed sheet, as when the paper slips a little; a macule; a blur.

macron—A short horizontal mark placed over vowels to indicate that they are to be pronounced with the long sound. Also called LONG ACCENT.

macule—See MACKLE.

magazine—1. A publication in pamphlet form, issued periodically, containing miscellaneous matter, such as critical and descriptive articles, stories, poems, etc., intended for the entertainment of the general reader. 2. A reservoir or supply chamber for matrices on a typesetting machine.

magazine paper—Book paper that is suitable for printing any work containing illustrations, used for magazines and other periodicals.

magazine stock—Stock consisting of old magazines and other similar publications, which is de-inked and mixed with other fibers and used for making paper.

mailer — One who prepares periodicals, newspapers, etc., for mailing, or a machine to perform the same function.

mailing card—A printed card bearing advertising or other matter, designed for sending through the mails without a wrapper.

mailing envelopes — Envelopes used for mailing purposes, as distinguished from those employed for various other uses.

mailing folder—A printed folded circular bearing advertising or other matter intended for distribution through the mails. See POST CARD.

mailing machine—A machine for preparing newspapers, periodicals, etc., for mailing by printing addresses upon them or by affixing addressed labels to the wrappers. Also called a MAILER.

Mainz Bible—See GUTENBERG BIBLE.

majusculae — Manuscripts written entirely in capital letters, a form of writing of very early date, and found in the ancient Latin manuscripts and in those exhumed at Pompeii. This style of writing occurs very rarely, either in instruments or books, later than the sixth century, and specimens of it are very highly prized as being of undisputed antiquity. The plural of *majuscule.* Also called CAPITALES LITERAE.

majuscule — A large letter, capital or uncial, especially as applied to those used in ancient writings.

make—A term used by printers in *casting off* copy or matter to indicate the amount of space the matter will occupy, as a *stickful*, a *galley*, or the like.

make and hold—See PRINT AND HOLD.

make an out, to — To omit something which was in the copy, in setting or correcting type matter.

make even — To make a *take* of type matter end even with the end of a line in order that the compositor working on the following *take* can start even.

make margin—To place the pages of a form in position so that, when printed, they will fall in their proper places on the sheet and allow for the necessary trim in binding the book; also to print a sheet in the correct position to allow for proper margin.

make-ready—1. The process of preparing, on the press, a form for printing, so that the impression will be even, clear and distinct, and neither too light nor too heavy. 2. The sheet or sheets, such as overlays and underlays, used by the pressman in making ready a form.

make register—To make the lines and pages of a form fall in the proper position on the back of each other, so that both sides of a printed sheet will have the correct margin.

maker-up—One who *makes up* a page or form for printing; a make-up.

make-up—One who *makes up* a page or form for printing; a maker-up.

make up — To arrange composed type matter into pages, columns, etc., on the stone, for printing.

make up a composing stick —To adjust a composing stick to the size desired for any particular work.

make up furniture—To *dress a chase* with the proper furniture, sidesticks and footsticks for giving the form the correct margin when printed.

make-up rule — A steel rule with a projecting top used by printers in *making up* a form.

male die—A die, used in the process of embossing on a printing press, in which the design is raised above the surface, the raised part corresponding with the depression in the female die used in conjunction therewith. Type is frequently used for this purpose, and when so employed is called a MALE DIE. Also called PAPER MATRIX and FORCE.

mallet — A wooden hammer mounted on a short handle, used in conjunction with an uncovered planer to drive quoins in locking and unlocking forms and to plane forms, and with a proof planer to *beat off* proofs.

manifold forms — Forms printed in duplicate, triplicate, quadruplicate, etc., and assembled in sets in such a manner that two or more copies of the same entry or notation may be written at one time.

manifold paper—Paper made in light weights and numerous colors, used for manifold forms, and for copying or duplicating purposes.

manifold underlift—A device on a ruling machine for lifting certain pens at certain points without disturbing the others, thus permitting the ruling of short and long lines, or complicated forms in which the lines all run one way, at one operation.

manila—The natural color of manila paper, a light brown or buff, frequently applied to any paper of that color whether made of manila hemp or not; manila paper.

manila paper—A strong, durable paper, light brown or buff in color, made from manila hemp, and used for tags, envelopes, wrappings and the like, and as a cheap printing and wrapping paper. The name is also given to some inferior papers made from other fibers.

manual—A small book prepared as a work of reference; a *handbook.*

manual alphabet—See DACTYLOLOGY.

manuscript — Anything written with or by the hand, as distinguished from printed matter; an author's copy, whether handwritten or typewritten; an ancient book, document or the like, written before the adoption of printing.

map—A representation of the earth's surface, or a portion of it, usually printed or lithographed on a flat surface; a chart.

map paper—A strong, highly finished paper, having good folding qualities, used for printing and lithographing maps.

marble—1. To stain or vein the edges of a book or the surface of paper in order to give it an appearance like that of marble. 2. A name sometimes applied to marble paper or marbled paper.

marble board—A pasteboard stained on one side in variegated colors in imitation of marble, used by bookbinders in check-style binding.

marbled edges — Veined or stained decorations in imitation of marble on the edges of books, produced by dipping into dyes floated on the surface of a mucilaginous fluid. There are a number of standard patterns, which are made with tools shaped like combs.

marbled paper—Paper which is stained in variegated colors in imitation of marble, used for adornment purposes on the covers, linings and edges of books; also called MARBLE and MARBLE PAPER.

marble paper—See MARBLED PAPER.

marbler — One who marbles the edges of books or the surface of paper.

margin—That part of a page left uncovered by written or printed matter; the blank space at the ends and sides of a printed page or form.

marginal note — A note or gloss written or printed on the margin of a page or form. Also called a SIDE NOTE when printed at the side, and a FOOTNOTE when printed in the bottom margin.

mark—Any of the signs of alteration made by proofreaders in correcting matter; also any of the signs used in punctuation or to indicate pronunciation.

mat—See MATRIX.

mathematical signs — Signs and symbols used in mathematics, or in the printing of works pertaining to mathematics.

matrice — Same as MATRIX, which see.

matrix—1. In a typesetting machine, a brass plate having on its front edge an intaglio of a character it is to mold or produce in relief. 2. In type founding, a metal plate used as a mold to form the face of a type. 3. In stereotypy and electrotypy, a plaster, wax, lead or papier-mache mold containing an impression of a type form from which a plate is to be made.

matrix compositor—A device invented by John E. Sweet, an American, about the year 1867, which was designed to form the mold or matrix for stereotype plates in a way that would dispense with movable types and the labor of setting and distributing them. By operating the keys of a machine, impressions of the desired letters or characters were made on a special paper, and this formed the matrix for the plate to be cast. The machine never became practically useful.

matter—1. Composed type to be used for printing. 2. Anything to be set up in type; manuscript; copy.

Matthews — The name of a style of type of Gothic characteristics, but which has the heavy down strokes of the Roman letter.

McFarland — The name of a beautiful style of type, being a *French Old Style* with strengthened lines.

McKee process—A patented process for treating electrotype plates so that the make-ready is in the plate itself, and which permits of printing as soon as the plate is placed on the press.

measure—The width of a line, column or page of type, usually calculated in *ems*.

measure type — To ascertain the number of ems contained in a piece of composed type matter, either to determine the cost or to ascertain the amount of space it will occupy.

measuring stick—See LINE GAUGE.

medical signs—Letters, signs and abbreviations used in medicine, or in the printing of works pertaining to medicine.

medium—1. A size of paper, 18x23 in the United States and 18½x23½ in England. In drawing paper, the size is 17x22. The name *medium* was also formerly given to 19x24. 2. Type with letters of the standard proportion in width.

medium and half—A size of paper, 24x30.

medium finish—A finish on paper that is intermediate between antique and highly calendered.

medium octavo—See OCTAVO.

melting pot—1. That part of a typesetting or typecasting machine in which the metal is melted. 2. The pot in which used slugs are melted for recasting into pigs, or in which stereotype metal is melted.

memorandum head—A size in correspondence paper, 5½x8½.

Mentz Bible—See GUTENBERG BIBLE.

menu—See BILL OF FARE.

mercury—Formerly the name given to newspapers, but now used only as a title by news publications. As a title, the name has been much favored from the earliest dates, being chosen, perhaps, from the Roman god of that name, who served as the herald of the gods, and as the medium of communication with mankind.

Mergenthaler—A name sometimes applied to the Linotype, which was invented by Ottmar Mergenthaler.

meridian—The name of a size of type, 44-point in the American Point System, larger than *double paragon* and smaller than *canon.*

metal—In printing, type metal, or state of being in type. Also stereotype metal.

metal edging — The tin or brass used at the top and bottom of hangers, maps, calendars, etc., to hold the sheet open or flat while hanging on the wall.

metal edging machine — A machine used for putting the metal edging on the tops and bottoms of hangers, calendars, maps, etc.

metal furniture — Furniture made of metal. See FURNITURE.

metallic overlay process—A method of making an overlay for a halftone plate by placing the plate on a press and taking a well-inked impression therefrom on a thin sheet of zinc. The print is then dusted over with dragon's blood, and is heated and etched as in the process of making line etchings on zinc, and is then ready to be used as an overlay under the packing in the same manner as other overlays.

metallic paper—Paper coated with a thin solution of lime, whiting and size. Lines written upon it with a brass or pewter pencil can hardly be effaced.

metallograph—A print or impression produced by metallography.

metallography—A process of lithography, in which metallic plates are used instead of stone.

metal rule—A term applied in England to what is known in America as a one, two or three-em dash.

mezzograph—A printing plate made on the same principle as the halftone except that a "mezzograph," or grained screen, is used instead of a cross lined glass screen in making the negative.

mezzotint — 1. A process of engraving on copper or steel by working on a roughened surface with a cradle, removing the roughness in places by scraping, burnishing, etc., to produce the desired light and shade effect. It is one of the oldest intaglio processes, and is no longer used commercially except in a very limited way. 2. An engraving produced by the mezzotint process.

M. F.—See MACHINE FINISH.

m. g. paper—A term meaning machine-glazed paper; paper glazed on one side, the other being rough.

micrograph — A device for executing very small writing or engraving.

micrometer — See MICROMETER CALIPER.

micrometer caliper—A caliper gauge used for very exact measurement, frequently used to measure the thickness of paper. Also called MICROMETER.

middle—1. In paper-making, the inferior sheet or sheets of paper forming the middle or internal layer or layers of a piece of pasteboard. 2. An article treating some topic, as in literature or ethics, in a discursive manner, and placed between the leaders and the reviews. Originally called MIDDLE ARTICLE.

middle article—See MIDDLE 2.

middleman—In English newspaper cant, a writer of middles.

middle space—A 4-em (4 to an em) space. See SPACE.

mid-feather — In paper-making, a baffle plate in a hollander, washing engine, or the like.

mill blank — A name sometimes applied to any cardboard that does not come under the general classification of index bristol. Also called BRISTOL.

millboard—A strong, hard-pressed, flexible pasteboard, used mainly in bookbinding. It is made from cotton or linen rags, rope yarn, hemp, etc., and the better grades are handmade in molds. Called also MILLED BOARD.

mill bristols — The cheaper grades of bristol boards, made from sulphite and ground wood. See BRISTOL BOARD.

milled board — See MILLBOARD.

mill finish—A finish on paper, produced by the calender rolls in making.

mill ream—A package of 472 sheets of handmade paper, or a ream in which some of the outer sheets are assumed to be imperfect.

Mimeograph—A machine invented by Thomas A. Edison, by which copies of any writing or design, either traced or typewritten on a stencil, may be taken. The writing removes the wax from the stencil and leaves a porous line through which the ink will pass from an inking roller passed over the stencil to a sheet of paper under it.

mimeograph paper — Paper possessing a soft, rough finish, and being semi-absorbent and usually *laid*, for use on mimeograph printing machines.

Minerva paper cutter — A paper cutting machine manufactured by Curtis & Mitchell of Boston. *Now obsolete.*

minikin — The name of the smallest size of type used in England, 3½-point.

minion—The name of a size of type, 7-point in the American Point System, larger than *nonpareil* and smaller than *brevier.*

minionette—The name of a size of type, intermediate between *nonpareil* and *minion* in the American Point System. It is used chiefly in small ornamental borders.

minuscule—A small cursive Roman letter developed from the uncial letter about 600-900 A. D., or a manuscript written in such letters.

miscellany—A collection of literary works or treatises on various subjects.

misprint—A mistake in printing; a typographical error.

missal—The book containing the prayers and ceremonies of the mass for the entire year; a mass book; a book of devotions. Before the invention of printing the writing of missals was a branch of art which reached a high state of excellence in the monasteries. The books were written upon vellum in the most beautiful style of penmanship and were adorned with the utmost magnificence. Printed missals were issued at both Milan and Rome as early as 1475. In Germany, the word *missal* is used for the name of the largest size of type on account of large letters being frequently used in such books, and it is said that the French term *canon,* and the English term *primer,* both names for a large size of type, are of similar origin.

Missal Initial—A large adorned letter, fashioned after the initials used in important words in the old written books, and probably named from the word *missal* which designates the largest size of type having a specific name in Germany. Missal initials are frequently used with, and in place of the regular initials of, either Old English or Antique Old Style.

mitered—Said of the lines employed in decorating or finishing the cover of a book, or of the rules used in printing, when they intersect each other at right angles and form neat and perfect joints.

mitered rule—A rule with its corners cut at the proper angle to make a neat or perfect joint.

mitering box—An apparatus for guiding a handsaw, used by printers to facilitate the operation of cutting material that is to be mitered.

mitering machine — A mechanical device used by printers for mitering leads, slugs, rules, etc., so arranged that it will cut at any angle.

mitscherlich pulp—A paper pulp made in Germany and sometimes imported into this country. It is produced by a method similar to the sulphite process, but the pulp is cooked four times as long as is generally done in this country, resulting in a fiber of greater strength, which makes a better grade of paper.

mittel—The German name for a size of type corresponding to *English*, or 14-point, in the American Point System. It is called ST. AUGUSTIN by the French and Dutch.

mo—A Latin suffix, taken from such words as *duodecimo*, *octodecimo*, etc., and which when added to certain numerals, or the names of those numerals, indicates the number of leaves made by folding a sheet of paper, as *16mo* or *sixteenmo*, *64mo* or *sixty-fourmo*, etc. A small circle, placed after the number, and near its top, is sometimes used for *-mo*, as *16°*, *48°*, etc.

modern—As applied to type, any face characterized by straight serifs, thin hair-lines and heavy down strokes.

Modernized Old Style—Any type whose face resembles those designed or used by some of the early printers, such as *Caslon* of England, or the *Elzevir* family of Holland, but with slight modifications, such as dispensing with the long *s*, etc.

Modern Roman — A face of type introduced early in the nineteenth century, designed after a letter used by the celebrated Italian printer, Giambattista Bodoni. Its chief characteristics are contrasting hair-lines and heavy down strokes.

mold—1. That part of a typesetting or typecasting machine in which the body of the type is cast. 2. An iron or steel tray divided into compartments, used to recast into pigs the remelted slugs or type from typesetting machines. 3. In paper-making, a wooden frame enclosing a wire screen on which the pulp is drained to form a sheet, used in making paper by hand. 4. In photo-engraving, the gelatin positive, or the copper plate taken from this positive.

mold-made paper—A deckle-edged paper in imitation of that made by hand, but produced on a machine.

monk—A blotch of ink on a printed sheet, due to imperfect distribution of the ink over the roller. Too much ink at one place is called a MONK and too little a FRIAR.

monogram—A character or cipher composed of one, two, or more letters interwoven to represent a name or the initials of a name.

monograph—A written treatise upon a single subject in literature or science.

monotint—A single tint or color, or anything painted in a single color; a monochrome.

Monotype—1. Trade name of a machine that makes and casts individual types, invented by Tolbert Lanston and put into commercial use about 1899. It consists of two separate machines, a perforating machine with a keyboard of 276 keys, and a casting machine, both controlled by compressed air. 2. *Monotype*: Type matter set on a Monotype machine.

monotype paper—A white book paper made up in rolls and perforated at the ends for use on Monotype machines.

Morocco—A fine kind of leather made from goatskins and regarded as the most attractive of all leathers for the binding of books. It originally came from Morocco and the Levant districts along the Mediterranean, and is the leather that was used in the artistic bindings of the sixteenth century. An imitation of Morocco is made from sheepskins and other materials.

mortise—A space or notch cut into and through a printing block or plate in order that type matter may be inserted.

motto—1. A word, phrase or sentence prefixed to a writing or publication. 2. A small paper printed with a sentiment or a bit of sentimental poetry, wrapped with a sweetmeat. 3. A sentence or slogan expressive of a sentiment, an aim or ideal.

mount—1. To secure a printing plate to a block or base, to make it type-high for printing; the block or base so used. 2. The base, or piece of cardboard or cloth, upon which a drawing, map, photograph, or the like, is mounted. 3. To attach a sheet, such as a map or photograph, to another sheet, or other material, by means of paste.

mounted on guards — See GUARDS, MOUNTED ON.

movable types—Types which, after being used in one word, line or page, can be distributed and used again in forming an infinite number of new combinations of words, as distinguished from types cut together on a block, or cast together on a slug, which can be used only in one combination.

Moxon's Mechanic Exercises—The first work in the English language relating to printing and typographical literature, published by Joseph Moxon in London in 1683. It is a very rare book, only three hundred copies having been printed originally, but of these several are now owned in the United States.

m paper—Paper which is not up to the standard fixed by the manufacturer. Also called EM PAPER.

Mullen paper tester—A device which automatically registers the strength of paper in pounds to the square inch.

multicolor — Having many colors.

multicolor press—1. A press for printing in several colors at one operation. 2. The specific trade name of a small cylinder press, which prints in several colors at one time.

Multigraph—The trade name of a combined rotary typesetting and printing machine. Movable types are used, and they are transferred by means of a key from a sort of magazine to the printing drum in which they are locked. The impression is taken through an inked ribbon similar to that of a typewriter. Curved electrotypes can also be used instead of type, and an inking device can also be used instead of the ribbon. The machine is used largely for the printing of imitation typewritten letters.

music demy—A size of paper, 14⅜x20¾, the same as SHORT DEMY.

music paper — Paper ruled with the musical staff, used for writing music.

music type — Movable types used in the printing of music, probably invented by Breitkopf of Leipsic.

mutton quad — A printer's slang term for an *em quad*, to render more easy the oral distinction between *em quad* and *en quad*, the latter being called *nut quad* for the same reason.

mutton thumper — A slang name for a bungling bookbinder.

N

N—The fourteenth letter of the English alphabet. Its ultimate origin was probably Egyptian, from which it came through the Phoenician and Greek to the Latin. As a medieval Roman numeral the letter stands for 90. 2. In printing, the same as EN.

naked form—A type form without furniture.

narrow—A piece of furniture three picas wide.

natural color—As applied to papers, an India or light buff tint.

nature print—A print or picture produced by nature printing.

nature-print—To copy or reproduce by nature printing.

nature printing — A method of printing from metallic or other plates which have received impressions of natural objects, such as plants, mosses, seaweed, feathers, laces, etc., by direct imprinting of the object into the metal of the plates, causing them to engrave themselves by pressure. Also called PHYTOGLYPHY.

n. b.—See NOTA BENE.

neck—That part of a type character between the shoulder and the face; also called the BEARD.

Newbury country press—An inexpensive press, manufactured by A. & B. Newbury of Coxsakie, New York, intended for country newspapers, and for book and general commercial work. It could be operated by either hand or steam. *Now obsolete.*

Newbury paper cutter — A low-priced paper cutter manufactured by A. & B. Newbury of Coxsakie, New York. *Now obsolete.*

news—1. A report of a recent happening, or information regarding something before unknown, especially when published in a newspaper. 2. A kind of paper, the same as NEWSPRINT, which see.

news-book—A newspaper.

news case—A style of type case, consisting of a cap or upper case and a lower case, much used before the advent of typesetting machines, when large fonts of lower case letters were required. It has been superseded to a large extent, except in small newspaper offices by the *California* and *Yankee* job cases. See CASE 1.

news editor—The editor on a daily newspaper who is in direct charge of the telegraphic and local news, and who usually directs the *make-up* of the news stories in the paper.

news house—A printing office where newspapers and periodicals are published.

news-letter — A written or printed circular letter, the purpose of which is the dissemination of news.

newspaper—A printed publication, issued in numbers at stated intervals, to convey news and to state opinions, and usually containing advertisements and any matter of public interest. The Chinese are believed to have established the first newspaper ever printed, but the exact date of its establishment is unknown. The *Acta Diurna*, a daily sheet, was issued by the Romans before the Christian era, but it was in manuscript form, not printed. Another manuscript newspaper, the *Gazetta*, was issued in Venice as early as 1536. There is a tradition that a printed newspaper was published in Nuremberg in 1457, but no copy of it is extant. It is known, however, that the Germans printed the first newspaper published in Europe, the date being about 1612. The first one printed in England was in 1622, and in France, 1631. The first journal, a pamphlet rather than a newspaper, to be printed in America appeared on September 25, 1690. This was under the name of *Publick Occurrences*, and was soon suppressed by the authorities. *The*

Boston News-Letter was started in 1704 and continued until 1776. *The Boston Gazette* made its appearance December 21, 1719, and *The American Weekly Mercury* of Philadelphia appeared one day later. *The New England Courant,* upon which Benjamin Franklin began his career as a printer, and which was edited and printed by his brother, James Franklin, was established in 1721. *The Pennsylvania Gazette* of Philadelphia was started by Samuel Keimer in 1728, and was bought by Benjamin Franklin about one year later. It took the name of *The Saturday Evening Post* in 1821, and is still issued under this title, being the oldest existing journal in America.

newspaper halftone — See QUARTER TONE.

newspaper work—See NEWS WORK.

newspapery — Written after the manner and style of a newspaper.

newsprint—A kind of thin machine-finished paper, made principally from ground wood, used chiefly for newspapers, posters, sales circulars, dodgers, etc. Also called NEWS, PRINT and POSTER.

news story—Any article longer than a *local brief* appearing in a newspaper on news of current interest.

news work—That branch of printing which is confined exclusively to newspapers. Also called NEWSPAPER WORK.

news writer—One who writes news.

nick—A notch or groove cast crosswise in the shank of a type character to enable the compositor to make a distinction between different fonts of type when distributing, and to indicate, both by sight and touch, when type is being set, the bottom of the letter as it lies in the case.

nickel steeltype—A printing plate made by a method similar to that for an electrotype, except that a deposit of steel is first made on the face of the mold, which gives the printing surface a degree of hardness that insures greater sharpness and wearing qualities.

nickeltype—A printing plate made in the same manner as an electrotype, and by either the wax or lead molding process, except that nickel instead of copper is used in the first deposit in the mold, although the shell, while still in the mold, is given a coat of copper.

niello—1. A style of ornamentation upon silver and gold produced by inlaying the sunken design of the metal with an indestructible black enamel. The accidental taking of an impression of one of these designs, it is said, led Tommaso Finiguerra, an Italian goldsmith of the fifteenth century, to discover the art of copperplate engraving. 2. An impression on paper taken from the engraved surface before the niello alloy has been inlaid.

nipper—A device on a cylinder printing press, used to grasp the sheet after it has been fed to the gauges, and to hold it in position until after the impression is taken. Also see GRIPPER.

nipper gauge — The adjustable gauge that rests upon the tongues of the feed board of a power printing press, used to give the proper head or side margin to the form, according to its position on the bed of the press.

nipping—In bookbinding, the process of pressing books after casing-in in order to eliminate wrinkles in the end sheets and hinges.

n. l.—A printer's abbreviation for *new line.*

nom de plume—A fictitious name assumed by an author; a pen name; a pseudonym.

nonce word—A word which is apparently used only *for the nonce*, or special occasion.

non-chargeable time—Time incidental to the production of any work, but which is not charged directly against the work, being included in and forming a part of the *chargeable time* or overhead expense.
In Composition: Non-chargeable time includes distribution, proofreading and the making of corrections due to errors in typesetting.
In Presswork: Non-chargeable time includes oiling and cleaning press, wash-up at end of day, and waiting for and lifting forms when not done at instance of customer.

nonpareil—The name of a size of type, 6-point in the American Point System, larger than *agate* and smaller than *minion;* also a unit of measurement in the point system, equal to six points, or one-twelfth of an inch.

Nonpareil press — A platen press at one time made by the Cincinnati Type Foundry. It was made in four sizes, ranging from 6x12 to 15x25, and possessed a peculiar arrangement for ink distribution, whereby it could confine the ink in stripes on any part of the rollers, so that different quantities or colors of ink could be simultaneously worked on different parts of the rollers.

nota bene—Note well, or take notice; usually abbreviated to *n. b.* and placed at the head of an important explanation.

note—1. A character or sign, not including letters, used in printing and writing, as (!) note of exclamation, or (?) note of interrogation. 2. A comment, explanation or additional information regarding the text, printed in the margin or at the foot of a page. 3. A short writing or memorandum intended to assist the memory. 4. A written communication or brief letter. 5. A printed or written acknowledgment of debt, with promise to pay. 6. A size of paper, 8x10, and formerly sometimes 8½x10⅜.

notebook—A book in which notes or memoranda are written; also one in which promissory notes are entered.

note head—A printed, lithographed or engraved sheet of paper of small size, used for correspondence purposes.

notelet—A small or short note.

note of exclamation—See EXCLAMATION POINT.

note paper—Writing paper of various small sizes, used for correspondence.

notice—A printed or written document, sign or the like, giving information or warning.

novel—A fictitious tale or narrative in prose and of considerable length, in which characters and actions intended to represent those of real life are portrayed in a plot.

Novelty press — An inexpensive and simple bed and platen press made in several small sizes and operated by the power of a toggle joint with treadle attachment. It was designed principally for amateur printers. *Now obsolete.*

n. p.—In printing, and abbreviation for *new paragraph.*

n paper—Paper that is imperfect because of wrinkles, dirt spots, etc., and which is discarded during the process of sorting.

n. t. p.—An abbreviation used by printers, meaning *no title page.*

nudger—A small handbill or dodger. *Now obsolete.*

numbering machine — Any machine with which numbers can be impressed on a sheet of paper or similar material in a certain order, as consecutively, in duplicate, in triplicate, etc., and repeat.

numeral—A figure or character, or a group of either, used to express a number, as the Arabic numerals, *1, 2, 3,* etc., and the Roman numerals, *I, V, X, L,* etc.

nut quad—A printer's slang term for an *en quad,* to render more easy the oral distinction between *en quad* and *em quad,* the latter being called *mutton quad* for the same reason.

O

O—The fifteenth letter of the English alphabet. The form, value and name of the letter came from the Greek through the Latin, and it came into the Greek from the Phoenician, and was probably of ultimate Egyptian origin. As a medieval Roman numeral the letter stands for 11.

oasis Morocco—A variety of Morocco leather used in bookbinding. It is made from the skins of the African antelope.

obelisk—The same as DAGGER, which see; also sometimes used as a mark of censure, or to indicate that a word is obsolete.

octave note—A size of paper, 7x9.

octavo—A sheet of paper folded into eight leaves, or sixteen pages; also written 8vo. Octavo books are variously named, and their sizes differ, according to the size of the paper on which they are printed; as CAP OCTAVO, 4¼x7 inches; CROWN OCTAVO, 5x7½; DEMY

OCTAVO, 5¼x8; IMPERIAL OCTAVO, 8¼x11½; MEDIUM OCTAVO, the size commonly meant by *octavo* unqualified, 6x9½; POST OCTAVO, 5½x 7½; ROYAL OCTAVO, 6½x10.

octodecimo—1. A size of book established by folding a sheet, or a series of sheets, into eighteen leaves, or thirty-six pages, each usually measuring about 4x6½ inches; also called EIGHTEENS and EIGHTEENMO, and usually written 18MO. 2. Having eighteen leaves, or thirty-six pages, to a sheet, as an *octodecimo* book.

odd — In paper-making, any paper that does not conform to the regular standard as to size, weight, color, finish, etc.

odd folio—A folio consisting of an uneven number. Also called OFF FOLIO.

oddment — In printing, any separate small parts or pages of a book other than the text, such as the title page, index, contents, etc.

odd number — Any number that cannot be divided by two without a remainder.

odd page—A page whose folio consists of an odd, or uneven number, as *3*, *5*, *7*, etc., as distinguished from an *even page*. The odd page folio is always located at the right hand opening of a book.

off—In printing, a term signifying that a job is completed.

offcut—See INSET 1.

off folio—See ODD FOLIO.

off its feet—A printer's term used to describe type when it does not stand perfectly upright in the form.

offprint—1. To reprint an excerpt or article, as from some other magazine. 2. An excerpt or article, as from a magazine, reprinted separately.

offset—1. In printing, a more or less distinct impression of a type form transferred to the back of the next sheet delivered from the press, made when the sheets are laid together before the ink is dry; also such an impression received on a sheet from an inked tympan. 2. In lithography, an impression taken on a rubber blanket for the purpose of transferring a design. See OFFSET PRINTING.

offset blanket — A rubber blanket used in the offset printing process to transfer the design from the curved metal plate to the paper.

offset paper—A book paper possessing a uniform surface on both sides, and freedom from loose fiber. Made especially for use in offset and other lithographic printing.

offset press — The press on which the impression is produced in the process of offset printing. It consists principally of three cylinders of equal circumference, a plate cylinder, a blanket cylinder and an impression cylinder. These revolve so that a rubber blanket, which is carried on the surface of the blanket cylinder, comes in contact, first with the printing plate on the plate cylinder, and then with the impression cylinder, to which the paper is fed, and which transfers the design to the paper.

offset printing — An adaptation of the principles of stone lithography, in which the design is drawn or reproduced upon a thin, flexible metal plate which is curved to fit one of the revolving cylinders of the printing press, and the design from this plate is transferred to the paper by means of a rubber blanket which runs over another cylinder. See OFFSET PRESS.

offsheet—A sheet of paper placed between newly printed sheets to prevent *offsetting;* a slipsheet.

o. k.'d proof — The proof bearing the O. K. or approval of the author, or some other person having authority to pass upon its correctness, signifying that it is correct and ready to be printed.

o. k. with corrections — A mark on a proof signifying that it is correct except for certain errors noted thereon. Usually a proof so marked is accepted by the printer in lieu of an O. K.'d proof.

Old English—A style of letter used by the early printers, commonly called BLACK or BLACK LETTER, on account of its being darker and heavier than Roman.

Old English alphabet—See ANGLO-SAXON ALPHABET.

Old Style—A style of letter of many varieties modeled after the Roman and Italic faces used by the early printers, such as *Caslon* and the *Elzevirs.* It is characterized by an angularity of design, in which mechanically perfect lines are not attempted, and by but slight contrast between the light and heavy elements.

Old Style Antique—An Old Style modification of a Roman face of type known as *Antique*, much used in artistic printing. Called also BOOKMAN, STRATFORD, etc.

Old Style Italic—A style of type of Italic face, based on the characteristics of its Roman mate.

old wine press — The name sometimes applied to the kind of printing press used by Gutenberg and the printers who came after him for nearly two hundred years. In this press, the sheet was laid on by hand, and a ponderous screw turned slowly down, also by hand, to make the impression. Not more than fifty impressions could be made in an hour.

oleograph—A kind of chromo-lithograph made in imitation of an oil painting.

olio—A miscellaneous medley or collection of unlike articles, occasionally used as the title of a varied assemblage of literary works, such as those contained in a magazine, or the like.

omnigraph—See PANTOGRAPH.

on—See UP.

one-sheet poster — See POSTER.

one-way screen halftone — See LITHOTONE.

onion skin — A kind of thin transparent paper with either a glossy or unglazed finish, made from rags and sulphite, used for manifolding work.

on its feet—A printer's term used to describe type when it stands perfectly upright in the form.

ooze calf—See OOZE LEATHER. (Ooze calf is seldom used in bookbinding.)

ooze finish — A soft, velvety finish on leather, produced by mechanically forcing ooze, or tan liquor, through the skins in making.

ooze leather—Leather made from sheep and calf skins by forcing ooze, or tan liquor, through them by mechanical means, especially such leather when finished with the flesh side out, giving it the appearance of velvet. It is made in a variety of colors, and is used in bookbinding, especially for college annuals and special bindings.

ooze sheep—See OOZE LEATHER.

opacity—The state of being opaque or non-transparent.

opaque ink — An ink that, when used in over-printing, entirely conceals the underlying color; non-transparent ink.

open back—A style of book binding similar to that known as spring back, but used on books other than blank books. Also called HOLLOW BACK. See SPRING BACK.

opening — In printing, the space on the galley between two *takes* of matter.

open matter — Type matter that is widely leaded, or that contains numerous breaks.

open punctuation—The use of but few points of punctuation.

open shop — A shop where both union and nonunion workmen are employed without discrimination, as distinguished from *closed shop*.

opisthograph—A manuscript, slab, etc., that is written or inscribed on both the front and the back, especially one of ancient writing.

optigraph—An instrument for copying landscapes, etc.

ordinal number—A number indicating order or succession, as *third, fourth, fifth*, etc., as distinguished from *cardinal number*. Also called ORDINAL NUMERAL.

ornament—Any rule, border or design used in printing to embellish a form or page.

ornamented—A general term sometimes applied to many varieties of job letter.

orthoepy—That part of grammar which treats of the pronunciation of words.

orthography—That part of grammar which treats of the letters of a language and of the art of spelling.

out—1. Anything omitted from composed type matter, and marked for insertion on the proof. 2. A letter or letters drawn from a type form by the action of the rollers on the press, due to imperfect justification and lock-up; also the defect in the printed sheet caused by the missing letters.

outer form—The form containing the half of a sheet that includes the first and last pages. Also called OUTSIDE FORM.

outer quad—See OUTER QUADRAT.

outer quadrat—A circular quadrat with a concave surface on one side by use of which the compositor is enabled to set curved type lines with more accuracy and in less time than by the ordinary method. Also called OUTER QUAD.

outline type—See SKELETON TYPE.

outlook envelope—See WINDOW ENVELOPE.

out of boards, done—See DONE OUT OF BOARDS.

out of his time—In the printing trades, a learner is said to be *out of his time* when he has completed his apprenticeship.

out of print—Said of a book or other printed work when it is no longer in the regular market, or procurable from the publisher, the edition printed having been exhausted.

out of register—Imperfect register, as when the two sides of a sheet do not back each other properly, or as when the impression is not in correct position in relation to other matter already ruled or printed on the sheet.

out of sorts—A deficiency in quantity in one or more of the characters of a font of type.

outside form—See OUTER FORM.

outside quire—One of the outer quires in a ream of paper, the outside sheets of which are usually torn and soiled, as distinguished from an *inside quire* in which all the sheets are perfect. Also called CORDED QUIRE.

outsides—The outer sheet of a ream, which are soiled and wrinkled, and perhaps torn by the binding cords.

overcast—In bookbinding, to fasten single leaves in a book by overcast stitching, or by folding one edge over another.

overhanging indentation—See OVERHANGING INDENTION.

overhanging indention—An indention in which all the lines except the first one of a paragraph or column are set in from the margin, thus leaving the first line to project out or hang over the remaining lines. Also called OVERHANGING INDENTATION.

overlay—A piece of paper or other material pasted on the tympan sheet of a printing press to give more impression to a low part of a form.

overlaying—The process of making and applying *overlays* in presswork.

overleaf — On or to the other side of the leaf of a book, or the like; also a leaf on the other side, as of letter paper.

overprint—1. To impress or print with other matter, as to print one color over another. 2. To print more than the required number of copies of anything. See OVERRUN 2.

overrun — 1. To readjust the arrangement of composed type matter by shifting letters or words into another line, or lines into another column or page, made necessary by the addition of new matter, or by the deletion of matter already set. 2. To print a greater number of copies of anything than the quantity ordered. See OVERPRINT 2. 3. In paper-making, an excessive quantity of paper made on an order.

overset—To set too much type for a given space, or to set the lines too wide.

over sheets—The extra sheets allowed over the number actually required for a piece of work, to provide against spoilage and ultimate shortage in the job; spoilage; waste.

P

P—1. The sixteenth letter of the English alphabet. Its form and value come from the Latin, into which the letter came from probable Egyptian origin through the Phoenician and Greek. As a medieval Roman numeral the letter stands for 400. 2. The abbreviation for *page*.

Pabst—A style of type of Roman face designed by F. W. Goudy. It is characterized by long ascenders and small, round lower case letters.

packet—A size of paper, 12x 19, the same as PACKET POST.

packet folio—A size of paper, 19x24, the same as ROYAL, EXTRA FOLIO, DOUBLE PACKET and LARGE CHECK.

packet note—Formerly a size of paper, 9x11.

packet note head—A size of paper used in correspondence, 5¾x9 and 6x9½.

packet post—A size of paper, 12x19, the same as PACKET. This name was also formerly given to size 11½x18.

packing — That part of the tympan beneath the *draw sheet* on a printing press, usually of paper, rubber or mill board, that is added to increase and improve the impression.

pad — 1. To glue sheets of paper into pads, tabs or blocks. 2. A block of paper glued together; a tab or tablet.

padding glue — A substance used to glue paper into pads, tabs or blocks.

page—1. One side of a sheet of paper or of a leaf of a book. 2. The type set for the printing of a page. 3. In bookbinding, to number the pages of a book.

page cord—Strong twine used by printers for tying up pages of type matter.

page gauge—A gauge used, during the process of making up forms for books, pamphlets, etc., as a standard of length for the pages.

page proof—A proof of composed matter as it will appear when made up into pages.

paginate—To page, as to *page* or *number* the pages of a book.

paging—In bookbinding, the numbering of the pages of a book; pagination.

paging machine—A machine for printing numbers on sheets of paper or on the pages of a book.

paging up—In type foundries, the act of making letter into pages and papering it up into the form in which it is to be received by the printer.

Paige typesetting machine—A machine for setting and distributing single types, invented by James W. Paige, an American, and said to be the most wonderful typesetting machine ever built. With the exception of the operation of the keyboard, every motion involving the setting, justifying and distributing of type was purely mechanical. The delicacy of the mechanism and the great cost of construction made it impracticable commercially, and only two of the machines were ever completed. These are now in the possession of Cornell and Columbia universities. The patents were sold to the Mergenthaler Linotype Company at a small price.

pale color—See GRAY.

paleography—The study of ancient inscriptions, manuscripts and modes of writing.

palette knife—A long, flexible knife, without sharpened edges, used by pressmen for taking ink out of cans or kegs, and for mixing it and spreading it over the distributing surfaces of a press. It derives its name from its use by artists in mixing oil colors on a palette.

palimpsest — A manuscript written upon material from which other writing has been erased. This double or triple use of the same writing material was common among early writers because of the scarcity of such material.

pallet—A tool used in bookbinding for gilding the backs of books.

pamphlet — A book containing a few sheets of printed matter, not to exceed 80 pages, and either stitched together or bound in a paper cover.

pamphleteer—One who writes or publishes pamphlets.

panel—1. In printing, a space, usually rectangular in shape, set off by a border or by a tinted ground. 2. In bookbinding, the space between the bands on the back of a book or on the cover.

paneled—See BOXED.

pantograph—A device used to copy the outline of maps, plans, prints, illustrations, or the like, on any predetermined scale.

pantosote — See IMITATION LEATHER.

paper—1. A thin, flexible material made in the form of sheets or leaves from linen and cotton rags, wood pulp, old papers and various other fibrous substances, and used for printing, writing and many other purposes. The first countries known to have carried on the manufacture of paper are Egypt, China and Japan, and according to the Chinese the fabrication of paper from cotton and other vegetable fibers was invented by them in the second century B. C. Papyrus, the so-called paper of the Egyptians, was made from a plant of that name, and was used extensively by the ancients. The knowledge and use of paper of the kind known to the Chinese was passed from the east to the west, and was introduced into Europe by the Arabs, and Spain is believed to have been the first European country in which paper from cotton was made, probably in the eleventh century. Its manufacture soon spread to Italy, France, Germany and other countries, the earliest known manufactory in England having been set up in 1495. The first paper mill in America was established by William Rittenhouse near Germantown, Pennsylvania, in 1690. 2. Anything resembling true paper in form and use, as papyrus, papier-mache, etc. 3. Any printed or written document. 4. A printed sheet issued periodically, as a newspaper or journal. 5. To write or inscribe on paper. 6. To enclose in or cover with paper. 7. In bookbinding, to prepare a volume for its cover by pasting the end papers and flyleaves.

paper back—A book with a paper cover.

paper beam—A device for ascertaining the weight per ream of 500 sheets of any paper by weighing a single sheet of the size under consideration.

paperboard—Pasteboard.

paper boards — Boards covered on the outside with paper, used in bookbinding.

paper book—A book in which are contained abstracts or copies of the pleadings and other papers, and facts necessary to a complete understanding of a case at law, exchanged between the parties thereto; a case of exceptions. See also ABSTRACT.

paper-boy—A newsboy.

paper cutter—Any of various machines for cutting paper, or one who operates such a machine.

papering the cases—Affixing pieces of paper to the bottoms of the boxes in type cases, done by the manufacturers.

papering up—In bookbinding, covering the edges of a book after it has been gilded so as to protect them while the volume is being covered and finished.

papering-up letter—Wrapping up pages or forms of composed type matter in paper, to be placed aside for future use.

paper knife—A knife used to cut paper for printing before the introduction of paper cutting machines; also the knife in a paper cutting machine.

paper matrix—A name sometimes given to the male die used in embossing; also called FORCE.

paper mill in Amerca, first—The first paper mill in America was established by William Rittenhouse near Germantown, Pa., in 1690.

paper reed—The papyrus plant.

paper ruling machine—See RULING MACHINE.

paper tester—See MULLEN PAPER TESTER.

papeterie—Correspondence paper, consisting of sets of notes and envelopes or cards and envelopes, banded and sold in boxes.

papier-bulle—Tinted drawing paper.

papier-mache—A substance made of a paper pulp mixed with size, rosin, glue, clay or the like, and used for making various articles usually shaped by a mold. Used also in an exceedingly quick method of stereotyping employed by newspapers.

papyrin—Parchment paper.

papyrograph—Any of the various devices for multiplying copies of letters, drawings, etc., in which the writing or drawing is first made on a stencil.

papyrus—A kind of paper made by the ancient Egyptians from the fiber of a plant. It was prepared by cutting into long strips, arranging in crosswise layers, soaking in water and pressing into a thin, smooth sheet.

par—Abbreviated form of *paragraph;* also of *parenthesis.*

paragon—The name of a size of type, approximately 20-point in the American Point

System, larger than *great primer* and smaller than *double pica.*

paragraph—1. The character (¶) used in printing and writing to indicate a paragraph or as a reference mark, and in proofreading to indicate indention. 2. A distinct section or subdivision of any printing or writing, as of a chapter, treatise or article. Formerly a paragraph was indicated by a paragraph mark, but now it is indicated by beginning a new line, especially one that is indented.

parallel—The character (‖) used within the text in printing and writing to direct attention to a similarly marked marginal or foot note.

parallel columns — Matter printed side by side in columns so as to emphasize the discrepancies or similarities contained in the statements or arguments.

parallel dash — A character used in printing, consisting of two parallel horizontal lines or rules. See DASH.

parallel matter—See PARALLEL COLUMNS.

parallel rule—See RULE 1.

paraph—1. A flourish at the end of a signature, used in the middle ages as a kind of crude safeguard against forgery. 2. To add a paragraph to matter, or to sign, especially with initials.

paraphrase — To render the meaning of a passage or writing in words other than those used by the author; to interpret or translate with considerable latitude.

parchment—A sheet of writing material made from the skin of a lamb, sheep, goat, young calf or other similar animal, much used by the ancients, and, because of its being more durable than paper, still frequently used for documents of a permanent nature, and as a binding for large and heavy books.

parchment finish — A finish on paper simulating that of parchment.

parchment paper—A tough, transparent, glossy paper that is almost impervious to water, made from unsized rag paper by a special process, and used in wrapping lard, butter, meats, etc.; called also VELLUM PAPER and VEGETABLE PARCHMENT; also any of the superior papers made from well beaten rag and wood pulp in imitation of genuine parchment.

parenthesis — Either of the two curved lines ( ) used to enclose a parenthetic word or phrase; or these curves collectively, as to *put in parenthesis.* The term is often extended to include the square lines otherwise known as *brackets.*

paring — In bookbinding, reducing the edges of the leather on a volume by shaping it to a gradual slope.

passing the make-up — Passing to the next workman in order, by a compositor after he has made up his matter, any lines left over, together with the gauge and proper folio.

pasteboard — Thick, stiff paper made by pasting several sheets one upon another, or any heavy paper board made by pressing pulp in molds.

pasted — As applied to bristols, wedding boards, etc., any board made by pasting two or more layers one upon the other, and termed 2-*ply*, 3-*ply*, etc., according to the number of layers used.

paste-down—In bookbinding, a blank leaf pasted against the inside of the cover of a book.

pastel crayons — Chalk crayons, of varying texture, made in numerous colors, shades and tints and easily blended and manipulated.

paste-point—A small point of metal or cardboard pasted on the tympan of a printing press to aid in obtaining a good register in feeding.

pastewash—A thin dilution of paste and water, used by bookbinders.

pasting—In paper-making, any good paper used for pasting on the superior grades of cardboard; also one of the colored printings used for lining or covering boxes.

patch — 1. A piece used for mending a solid overlay. 2. A new part soldered in on an electrotype or other plate to replace a piece cut out. 3. To print new matter on anything already printed, and sometimes to block out old matter in the same operation, for the purpose of correcting an error, or to change something, as a name, the address, etc.

patent bases — See PATENT BLOCKS.

patent blocks — A term applied generally to any of the different kinds of ribbed metal bases to which plates for printing, backed to eleven points in thickness and with edges beveled, may be held in position by hooks while being printed. They are made of hard metal, and in sections of a wide range of the point system sizes, and may be assembled to accommodate a form of any size. Their use is especially advantageous in color or close register work.

patent insides — See PLATE MATTER.

patent table card press — A small hand press, designed exclusively for the printing of cards, manufactured at one time by R. Hoe & Co., of Boston and New York. *Now obsolete.*

path line — In proofreading the line which leads from the error to the correcting proof mark.

pawl press—A powerful standing press equipped with a pawl, used by printers and bookbinders. See STANDING PRESS.

pearl—The name of a size of type, 5-point in the American Point System, larger than *diamond* and smaller than *agate.*

pebbling — The rough finish produced on coated paper, usually after printing, by feeding it between the roughened rollers of a stippling machine; also called STIPPLING and ROUGHING.

peel—A T-shaped instrument with a long handle, used by printers and bookbinders for hanging up sheets of paper to dry.

peerless — A size of paper, 18x52.

peltball—See BALL.

pencil paper—Writing paper with a surface suitable to be written on with a lead pencil.

pen name—A pseudonym or nom de plume; a fictitious name assumed by an author.

penny-a-liner—A contemptuous term for a poor writer, especially one who writes for small pay; originally applied to a class of writers who furnished contributions to publications at the rate of a penny a line.

penny saver envelope — See POSTAGE SAVER ENVELOPE.

perfecting—The printing of the second side of a sheet which is to be printed on both sides, thus completing, or perfecting, the first form.

perfecting press—A printing press which prints the paper on both sides at one feeding, and which sometimes also folds and pastes it.

perforating machine — A machine for perforating paper. See PERFORATION.

perforating rule — Brass or steel rule, somewhat higher than type, used to perforate paper on a printing press.

perforation—A hole or incision punched through, or partly through, a sheet of paper, to allow a part of it to be easily detached. There are two styles of perforation in common use; *round hole perforation* (often miscalled pin or pin hole perforation), in which small round holes are punched through the sheet, removing a portion of the paper; and *slot* or *hyphen perforation,* in which a series of long incisions are made by various methods. Pin hole perforation is really round holes punched or pricked through the sheet without removing any of the paper.

period—The character (.) used in writing and printing to mark the end of a complete declarative sentence, or of an abbreviated word.

periodical—A publication, as a magazine, review, etc., issued at regular stated periods, with an interval of more than one day between issues.

permanent—A term used in paper-making to indicate qualities of longevity and endurance. Cotton fibers predominate in all permanent papers.

Persian calf—A leather closely resembling calfskin, made in Persia from the skins of mountain sheep, and used for binding books.

Persian Morocco—A leather used for binding books. It is less expensive than genuine Morocco, and is well suited to hard wear, but not to permanency.

perspectograph — An instrument used to aid in drawing in perspective by fixing in the picture the positions of some of the points or outlines of the objects to be represented.

petit—The German name for a size of type corresponding to *brevier,* or 8-point, in the American Point System. It is also called JUNGFER by them.

petit romain — The French name for a size of type corresponding to *long primer*, or 10-point, in the American Point System. It is called CORPUS in Germany.

petroglyph — A carving or writing on rock, especially such a carving made in prehistoric times.

phalanx—See CROWD.

phat—Type matter standing or partly standing, or containing many plates, blank spaces or lines, and therefore yielding a good profit to the printer if he charges the full rate for it, and good wages to the compositor doing piece-work; formerly called VANTAGE. The opposite of *lean.*

phat take — A compositor's *take,* or subdivision of copy, in which there is considerable *phat.* See PHAT.

philosophie — The French name for a size of type corresponding to *small pica,* or 11-point in the American Point System. In Germany it is called BREVIER.

phonography — A method of writing in which each sound is represented by a separate character.

phonotypy — A method of printing in which a separate character represents each sound of the human voice, devised by Isaac Pitman.

photo-chrome—A photograph in colors.

photo-chromotype—A colored print made photo-mechanically.

photo-electrotype — An electrotype made from a matrix which has been produced by photographic means, as by exposing a sensitized gelatin film under a negative.

photo-engraving—Any photo-mechanical process for reproducing pictures or the like in which the printing surface is in relief, as distinguished from photo-lithography and photogravure. It includes the half-tone process, zinc etching and other processes for making line cuts, the swelled-gelatin process, etc.

photo-etch—To make an engraving of anything by any photo-mechanical process in which etching of the plate is involved.

photo-gelatin process — Any of the gelatin processes of photo-mechanical printing, as *collotype, litchdruck, phototypie, albertype, artotype, heliotype*, etc.

photoglyphic engraving — A process invented by Fox Talbot by which photographic and other transparent designs can be transferred to steel and copper plates by the action of light upon the sensitized surface of the metal.

photograph — A picture or representation of an object produced by the process of photography.

photographic paper—A special sensitized paper used for photographic printing purposes.

photography—The art or process of producing an image or representation of any object by means of the chemical action of light on a sensitized surface.

photogravure — Any of the various processes for producing prints from an intaglio plate prepared by photographic methods; also a print so produced.

photogravure paper—A book paper with an English finish, well adapted for photogravure printing.

photo-lithograph—A picture or print produced by photolithography.

photo-lithography—The process of producing a lithographic picture or copy from a design produced photographically; litho-photography.

photo mount — Heavy cover paper or cardboard, used as a mount on which to paste photographs.

photoprint—A print made by any of the various photomechanical processes.

photo-relief—A printing surface in relief obtained by a photographic method and subsequent manipulations.

phototone—A special halftone plate in which the points and depressions on the printing surface are elongated instead of being round, produced by an attachment used on the camera in making the negative.

phototype—A form of collotype, being a plate with a printing surface, usually in relief, obtained from a photograph.

photo-typography — Any photo-mechanical process in which the printing surface is produced in relief so that it can be used with type.

photo-zincography—A method of reproducing pictures, drawings, etc. by using a zinc plate on which the design has been produced by photographic means.

phytoglyphy — See NATURE PRINTING.

pi — 1. A mass of type disarranged or mixed and in confusion. 2. To put type in a mixed and disordered condition. Also spelled PIE.

pica—The name of a size of type, 12-point in the American Point System, larger than *small pica* and smaller than *English;* also a basic unit of measurement in the point system, equal to twelve points, or one-sixth of an inch. See POINT SYSTEM.

pick—1. A particle of hardened ink, dirt or paper, or a piece of composition roller, embedded in the hollow of a letter, filling up its face and causing an unsightly dark spot to appear on the printed sheet; also, a small particle of metal on an electrotype or stereotype plate, caused by a light defect in the mold, and resulting in a spot or blot in the printed impression therefrom. 2. A white spot on the printed surface of a sheet, caused by the ink adhering to the form and pulling a particle from the surface of the paper.

pick brush—A brush used by printers to clean forms of type or plates when more than the ordinary cleaning is desired.

picker — A kind of spike or bodkin used by type founders for picking out imperfect letters.

picking — The tendency of the coating of paper to pull away from the body in printing, due to improper coating, a chilled paper or a cold pressroom. Also called LIFTING.

pick sorts — To pick or take letters from a standing form, owing to a lack of those letters in the type cases.

pickup — Type matter that is standing and can be used again on another job.

pieced—Said of a book when the space between bands, upon which the lettering is placed, has a piece of leather upon it different from the back; titled.

piece-fraction—See FRACTION.

piece work—Work paid for at a rate based on the amount done rather than the number of hours employed, as composition at a given rate per 1000 ems, presswork at so much per 1000 impression, etc., as distinguished from *time work.*

pig—1. A derisive nickname at one time applied by compositors to a pressman. 2. A chunk of metal, molded in convenient form to replenish metal pots in type and slug casting machines.

pigeonhole — Among English printers, the name for an overwide space between words.

pigment—The coloring matter used in the manufacture of printing ink.

pigskin — A heavy, durable leather with coarse, tough fibers, made from the skins of pigs, used for binding blank books and heavy volumes.

pigsty—A comtemptuous term at one time applied by compositors to a pressroom.

pile—A heap of paper in the pressroom or wareroom.

pinched post—A size of paper, 14½x19.

pin hole perforation — See PERFORATION.

pin mark—A small round indentation in the side of the body near the face of a type, made by a pin in the mold while casting to designate the foundry at which the type was cast.

placard—A printed or written notice, announcement, advertisement or the like, on cardboard, to be posted in a public place.

plain paper—Unruled paper.

plain rule dash—A character used in printing, consisting of a single horizontal line or rule. See DASH.

planer — A block of wood, smooth-faced on one side, used to lay on the surface of composed type matter and beat with a mallet for the purpose of leveling the type.

planing down — To smooth and make even the surface of composed type matter by beating it down with a planer and mallet.

planographic — Pertaining to or designating any process for printing from a flat surface, such as lithography.

planography — The art of drawing plans.

planting sorts — To hide or "plant" sorts that are running low for a particular piece of work. Sometimes done by a compositor who has plenty and does not desire to share them with his fellow workmen.

plate—1. A flat block of wood or metal upon whose surface there is a design, or the reproduction of a type form, to be used for printing, engraving, embossing, etc. 2. To make an electrotype or stereotype of, as from a form of type.

plate calender — A machine for producing a glazed finish on paper by squeezing it between polished plates of zinc or copper.

plated paper — See PLATE PAPER.

plated vellum finish — A smooth finish on paper, in imitation of vellum, produced by pressure in manufacture.

plate finish—A smooth finish on paper, produced by running the sheet through a supercalendering machine.

plate-glazed—Paper glazed in the plate calender.

plate glazing—See WEB GLAZING.

Plate Gothic—A style of Gothic type made in imitation of a letter used by copperplate engravers.

plate matter — Matter cast in stereotype plates and furnished to various publications by service agencies or large publishers; also called BOILER PLATE, SNAKE, PATENT INSIDES, etc.

platen—That part of a printing press which presses the paper against the form and which effects the impression.

platen press—A printing press in which the impression is effected by a flat platen, as distinguished from one in which it is made from a cylindrical or other impressing surface; commonly called JOB PRESS or JOBBER.

plate paper — A somewhat soft, unsized paper with a dull, smooth finish, used in printing from engraved plates, or any paper with a similar appearance, such as heavy book paper calendered to a dull finish; plated paper.

plate press — A press with a flat carriage and a roller, used in printing from engraved copper and steel plates.

plate printing — The process of printing from engraved steel or copper plates, as distinguished from *surface printing*. In this process the lines of the plate are filled with ink, and the impression taken by pressing it under the roller of a plate press.

plate proof — A proof taken from matter that is in plate form.

plater—A machine used for calendering paper.

plater finish—A very high, smooth finish on paper, produced by pressure in manufacture.

plate roll — To press or glaze paper in a plate calender.

plate service—See PLATE MATTER.

Plate Text — A style of Text type, made in imitation of a letter used by copperplate engravers.

playing cards—Cards used in playing games, and the history of which is of special interest to typographers, as playing cards were probably the first product of the printing press in Europe to be printed on paper or similar material.

plotting paper — Paper ruled into small squares of uniform size, used for plotting curves, making diagrams, or the like. Sometimes called SQUARED PAPER.

plow—An instrument used by bookbinders for trimming off the edges of books.

plug; plugger—See FILLER 1.

plumbago—See GRAPHITE.

pluviusin — See IMITATION LEATHER.

ply—A thickness or layer of a sheet of paper that is made by pasting two or more layers together, as in some kinds of cardboards.

Plymouth Bold—The name of a style of type of Roman face; a heavy-faced modification of Post Old Style.

poach—In paper-making, to bleach half stuff by mixing it thoroughly with bleach liquor.

poacher — In paper-making, the tank in which half stuff is *poached*. Also called a POACHING ENGINE.

poaching engine — See POACHER.

pocket edition — A book or other publication made in a small form so that it may be carried in the pocket.

point—1. The unit upon which the system of measuring type is based. A point is .01384 inch, or nearly 1/72 inch. See POINT SYSTEM. 2. Any of the punctuation or reference marks used in printing and writing. 3. A thin piece of metal with a point projecting from one end to secure it to the tympan of some printing presses, used to insure good register in feeding. 4. A mark or hole made on sheets in printing to serve as a guide in folding.

point alphabet—An alphabet consisting of a system of raised points corresponding to letters, for use by the blind.

Pointed Gothic — See GROTESQUE 1.

pointer—A press feeder who uses *points*. See POINT 3.

point holes—In printing, fine holes made by the *points* attached to the tympans of some presses, by which the second and succeeding impressions are registered. See POINT 3.

point of punctuation — The name commonly given to any of the characters used in punctuation or as marks of reference.

point paper—Paper scratched or pricked to form a stencil.

point plate—The adjustable plate which carries the points.

point screw—One of the two small bolts with screws at the end which go through holes in the tympan of a printing press, and which serve to fix the points securely to the tympan.

point-set — Said of a font of type whose characters are all cast on body sizes that are some multiple of the *point.*

point system — The system adopted in 1886 by the United States Type Founders' Association according to which the various sizes of type characters bear a fixed and simple relation one to another. It is based upon the *pica body,* and this body is divided into twelfths, or *points,* and every type body or size consists of a given number of these *points.* A *point* is .01384 inch, or nearly 1/72 inch. The system is a modification of the French system, and was in general use in America before its universal adoption by the type founders in 1886. Also called the AMERICAN POINT SYSTEM.

pole—A strip of wood extending across a room in a printing office, upon which printed paper is hung to dry, or the same thing in the drying loft of a paper mill upon which the best grades of paper are dried. See POLE-DRIED.

pole-dried—The best grades of paper are dried by being hung on poles or cords in a drying loft, and they are then said to be *pole-dried.* Same as LOFT DRIED.

polisher — A steel implement used by bookbinders for finishing books.

polyglot—A book containing versions of the same text in two or more languages, and so arranged in parallel columns, pages or otherwise as to be easily compared.

polygraph—1. An instrument for multiplying copies of a writing; a copying machine or manifold writer. 2. A kind of pantograph for making two or more copies at one time.

polytype—A cast or reproduction of an engraved plate or type form, closely resembling a stereotype, but produced by a somewhat different method.

pony press—A cylinder printing press of small size and high speed.

pony service—A term for a skeletonized or summarized form of a complete telegraphic news service.

porotype—A copy of a print, writing or the like, produced by placing it on a chemically prepared paper acted on by a gas permeating the paper of the print except where it has been inked.

post—1. A size of paper, 16x 20, so-called from the original watermark, a postman's horn. 2. In paper-making, a pile of wet handmade sheets divided by pieces of felt. 3. To publish, announce or advertise, as by the use of placards, posters, etc.

postage saver envelope—An envelope which has the appearance of a regular envelope, but one end of which may be opened for postal inspection, and which may be mailed at one-half the regular postage rate. Also called PENNY SAVER ENVELOPE.

postal—A card with a printed

postage stamp sold by the government for transmission through the mails at a lower rate of postage than that of a sealed letter. Also called POSTAL CARD.

postal card—See POSTAL.

post card—a private or unofficial mailing card, used for advertising or announcement purposes, admitted to the mails on the affixing of a 1-cent postage stamp. To comply with government regulations, it must consist of an unfolded piece of cardboard of a quality substantially like that of government postal cards, and must be no larger than approximately 3 9/16x5 9/16 inches, nor smaller than approximately 2¾x4 inches. It is immaterial whether it bears the words "post card" or not, and advertising matter may appear on the back and on the left half of the face of the card. Cards which do not conform to these conditions are charged at third class rate if entirely in printing, and at regular letter rate if wholly or partly in writing. Folded cards, and other matter entirely in print and arranged with a detachable part, for use as mailing cards or folders, are mailable as third class matter. See MAILING FOLDER.

post card stock—A smooth surfaced manila cardboard, used for printing mailing cards and similar work.

poster—1. A large printed bill or placard, usually printed in display type, used to post in public places for the purpose of advertising some event or thing. The standard size of poster paper is 28x42 inches, and the size of a poster is designated by the portion of a sheet, or the number of sheets, it contains. A quarter or fourth-sheet poster is 10½x28 or 14x21; a half-sheet, 21x28 or 14x42; a one-sheet, 28x42; a four-sheet, 42x112; an eight-sheet, 84x112; a twenty-four sheet, 112x252. There are also intermediate sizes. The four-sheet and larger sizes are always posted in sections, each four sheets high, and sections are added as necessary to obtain the width desired. Eight-sheets and larger sizes are known as STANDS. 2. A kind of paper made in many colors, the same as newsprint. See NEWSPRINT.

poster board—A name for mat board of a smooth, dull finish in a wide variety of colors, tints and shades, used by artists in poster designing.

poster stamp—A small paster

or stamp, printed or lithographed on either gummed or ungummed paper, and bearing a slogan, name, or the like, used to give general publicity to some event, movement, article or firm.

poster stick—A large, wooden *composing stick,* used by compositors when setting large type, as for posters, placards, or the like.

postfix—A letter, syllable or word added at the end of a word; a suffix; an affix.

postil — A marginal note or comment, especially such a note in the Bible.

post octavo—See OCTAVO.

Post Old Style — A style of type of Roman face, designed by Guernsey Moore for *The Saturday Evening Post.*

postscript—An addition made to a book or other literary composition after the main body of the work has been completed; a paragraph added at the end of a letter after it has been concluded and signed, and usually marked at the commencement by the abbreviation *p. s.*

potboiler—A literary or artistic work produced simply for money to meet current expenses; also, one who writes *potboilers.*

potcher—In paper-making, a machine in which pulp from the breakers is further washed, and then bleached by chloride.

pott—A size of paper, 12½x15 in writing, and 13x16 in printing.

Powell — A style of type similar to Hearst and Pabst Old Style.

pp. — Abbreviation for *pages.*

pph. — The abbreviation for *pamphlet.*

p. p.s.—Abbreviation for *post postscriptum,* meaning an *additional postscript.*

preamble—An introduction or preface to a book or document, or to a statute, act or bill, setting forth its intent and the circumstances which occasioned its passage.

preface—Something written as introductory to a book or other literary work, intended to explain its object, plan or scope.

prefix—One or more letters or

syllables added to the beginning of a word to modify its significance.

preprint — A print made before regular publication; an advance copy.

press — 1. Any of the various machines which produce the impression on paper in the art or process of printing. In England, the term *press* is usually restricted to a hand press, a power press being called a *machine.* 2. The art, act, business or process of printing or publishing, especially as applied to printed publications collectively, or to the general body of journalism. 3. A former term for *print,* meaning only that branch of printing which had to do with making impressions, as distinguished from *typesetting.*

press-bar—The arm of a printing press to which the handle is attached.

pressboard — A highly sized, hard, strong, rag paper or cardboard, sometimes containing a small amount of wood pulp, used where a solid packing is needed in the tympan of a printing press, and also instead of marble board for binding certain kinds of books. Sometimes called PRESS PAPER.

press-book — A book sometimes kept by the foreman of the pressroom in which to enter the amount of paper furnished for any job by the stockman or warehouseman, the number of sheets printed, the name of the pressman, and the like.

press feeder—See FEEDER.

press gang — In journalism, the body of reporters and writers on a newspaper.

press goes, the—A printer's term, indicating that the press is properly at work or in operation.

pressing—1. The act of removing the inequalities on the surface of a printed sheet, caused by the too-heavy impression of the type, usually done by *pressing* in a standing or hydraulic press. 2. In bookbinding, the placing of books under pressure, usually in a standing press, until they are thoroughly dried and seasoned, in order to prevent warping of the covers.

pression — A word formerly used with the same signification as *impression* or *imprint.*

press, liberty of the — See LIBERTY OF THE PRESS.

pressman — One who has charge of or operates a printing press; one who devotes exclusive attention to, or is skilled in, presswork.

pressmark — A mark indicating the location of a book in the shelves of a library.

press paper—See PRESSBOARD.

press proof — A proof taken on a press, usually for the purpose of showing the impression, margins, color and general appearance of a piece of printing, rather than for typographical correctness. See PROOF.

press rate — A special telegraphic rate allowed newspapers, for transmission of news dispatches only.

press revise — A proof taken of a form after it is on the press for the purpose of seeing that all corrections marked in the press proof have been attended to, and that the form is correct in every respect.

pressroom — The room in a printing establishment in which presses are kept and operated.

press stands still, the — A printer's term indicating that the press is idle for lack of work, absence of the pressman or for repairs.

pressure bulker — An instrument used to ascertain the bulk, or ratio of weight to thickness, of paper, or to determine the number of pages of a stipulated stock that will be required to make a book of a designated thickness, after the application of a certain amount of pressure.

presswork — That branch of printing which has to do with the actual production of impressions from type, plates and the like; work done on a printing press.

price and one-half matter— A term applied to slug-machine composition (matter set on any machine which casts an entire line of type in one piece or slug, and not always applicable to matter set on machines casting individual types) which, because of unusual difficulty and time required in setting, is charged at the rate of three lines for two, or at the rate of price and one-half per 1000 ems. It includes matter in which all lines are centered; matter set all in caps; leader work with one justification; lines quadded or leadered out in center, and type lining up at ends.

prima—The first word of an ensuing signature, marked on the copy in reading proof sheet by sheet; also the part of the copy containing this first word.

primer—1. The name of either of two sizes of type, *long primer*, or 10-point, and *great primer*, or 18-point. 2. A small prayer book used in the service of the Roman Catholic Church; also, a small elementary book in which beginners are taught to read. Primers, especially those used in religious services, were among the first works to which the early printers devoted their attention.

Prince of Wales—A size of paper, 3x4½.

princeps — See EDITIO PRINCEPS.

print—1. To practice the art of typography; to set type and take impressions therefrom on paper or other material; to publish, as a newspaper or magazine; to stamp or impress with characters or designs; to take impressions by pressure from type, or from plates whether in relief or intaglio, or from a level surface as in lithography. 2. A mark made by an impression; an impression from type or plates; printed matter; an impression from type as regards its size, form, excellence, etc., as *small print, clear print, good print*, etc. 3. A kind of paper, the same as NEWSPRINT, which see.

printable—That which is capable or worthy of being printed.

print and hold—To print work of any description and hold it in the shop until customer orders its delivery.

printer—One who is engaged in the business of printing; a publisher of printed matter; one who works at the occupation of printing, as a typesetter, pressman, etc.

printer in the United States, first—The first printer in the present limits of the United States was Stephen Daye, who came from England to conduct the printing establishment erected in conjunction with the college of Cambridge in Massachusetts. The machinery was purchased in England, and the press was established in January, 1639, and the Freeman's Oath, the first piece of printing executed in this country, was printed in that year.

printer-president, the — A name affectionately applied by printers to Warren Gamaliel Harding, twenty-ninth president of the United States. Mr. Harding was a printer and newspaper man before he entered politics, and was proprietor of *The Marion Star* of Marion, Ohio, when elected to and after he entered the presidency. He was always proud to be known as a printer. He was born November 2, 1865, and died August 2, 1923.

Printer's Bible — The name given to a bible printed in about 1702 in which the word "*printers*" is erroneously used instead of "*princes*" in Psalm cxix. 161, which reads, "*Printers have persecuted me without cause.*"

printer's device—An emblematic design or symbol, usually consisting of a motto and one or more figures significant of the typographic art, and serving as a trademark. The use of devices was contemporaneous with the birth of printing, and they were in great favor among the early printers, but are seldom used in the present day.

printer's devil — The errand boy or apprentice in a printing office; the boy who does the chores and the drudgery-work, or who waits on the editor for copy. The term is not as frequently used now as formerly.

printer's ink — See PRINTING INK. Also, in speaking figuratively, printed matter, as *the power of printer's ink.*

printer's mark—An engraved device of a printer or publisher, serving the purpose of an imprint; a printer's device. Sometimes, in slang, called a BUG.

printers' patron saint — See ST. JOHN THE EVANGELIST.

printer's perfect ream—See PRINTER'S REAM.

printer's ream — Twenty-one and one-half 24-sheet quires of paper, or 516 sheets, sometimes called a PRINTER'S PERFECT REAM.

printer's rule—See COMPOSING RULE.

printery — A printing office, especially a small shop where ordinary commercial printing is done.

print, in—See IN PRINT.

printing — 1. The act, art or practice of taking impressions from ink-covered types, plates, or other surfaces containing a design, upon paper or similar material; the business or occupation of a printer, as *typesetting*, *presswork* and its necessary adjuncts. Printing is usually divided into four classes: TYPOGRAPHY, or the art of producing impressions with movable types, which includes printing from electrotypes, stereotypes and other plates; XYLOGRAPHY, or wood engraving, which is the process of taking impressions from designs engraved in high relief on a block of wood; LITHOGRAPHY, or the process by which impressions aretaken from designs made on the surface of a prepared stone, or sometimes on zinc or other metal; INTAGLIO PRINTING, or steelplate and copperplate printing, which is the art of taking impressions from a design cut below the surface of a plate of steel or copper. That class which comes under the head of typography, however, is what is meant by printing in the ordinary sense. Printing from blocks of engraved wood is believed to have been practiced by the Chinese as early as 50 B.C., and in the thirteenth century initial letters were printed on manuscripts from similar blocks in Europe, but printing, as it is now practiced, really began with the invention and use of movable types by Johan Gutenberg of Mainz, Germany, about 1450-1455. 2. Paper used for printing purposes.

printing, first—The first small job of printing ever done with movable types is believed to have been a *Letter of Indulgence* printed by Johan Gutenberg in Mainz, Germany, in 1454. This is thought to have come from the press before his Bible, which was probably the first complete book printed from movable types.

printing for the blind—See BLIND, PRINTING FOR THE.

printing in England, first—Printing was introduced into England in about 1477 by William Caxton, who had learned the art in Germany, and who in that year printed *The Dictes and Sayings of the Philosophers*, the first book printed in that country.

printing ink — The coloring substance applied by a roller to type, engravings or forms to be printed, and subsequently transferred to paper or other material selected to receive the impression. It is made from pigments of the required color mixed with oil or varnish, the ordinary black printing ink being lampblack mixed with thick linseed oil.

printing in the United States, first—What is said to be the first piece of printing executed in the United States, was a blank form to be sworn to and subscribed by each freeman of Massachusetts, known as the FREEMAN'S OATH. It was issued from the press in 1639.

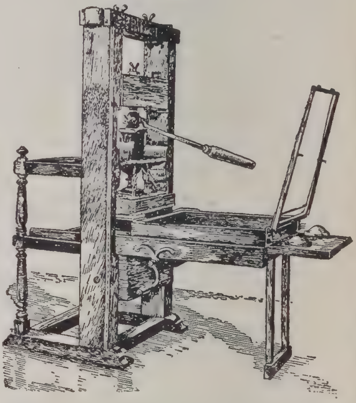
printing machine — A printing press. See PRESS 1.

printing on metal — Printing on sheets of tin or other metal in one or more colors, as for signs, containers, etc., is done by the offset process.

printing press—See PRESS 1.

printing press, first — The first printing press was made in the year 1436 by Conrad Saspach, a turner of Strasburg, under the direction of Johan Gutenberg.

printing press in the United States, first—The first printing press in the United States was brought from England in 1638 by Stephen Daye, and was set up in the printing office established in connection with the college of Cambridge in Massachusetts. Later it passed into the hands of Samuel Green, one of whose descendants took it to New London, Connecticut, where it remained until 1773. It was then taken to Norwich. Five years later it was removed to Dresden, now Hanover, New Hampshire, and thence to Westminster, Vermont, where on February 12, 1781, it was used for printing *The Vermont Gazette* or *Green Mountain Post Boy*, the first newspaper printed in Vermont. In 1783 George Hough and Alden Spooner moved it to Windsor, Vermont, and used it for printing the *Vermont Journal and Universal Advertiser*. This historic and much moved press is now preserved in the State Capitol at Montpelier, Vermont.



First Printing Press in U. S.

printings—A term used sometimes by printers to designate various grades of book papers.

printing telegraph—A receiving telegraphic instrument which automatically prints the message in ordinary printing characters.

printless—Bearing or making no imprint.

print, out of — See OUT OF PRINT.

Probe Bible — See PROOF BIBLE.

process—In the sense applied in printing, photo-mechanical processes collectively as distinguished from engraving by hand.

process color plates — Halftone plates engraved to print in two or more colors, used in process color printing.

process color printing — A term applied to the process of printing from halftone plates engraved to print in two or more colors; process printing.

process embossing—See EMBOSSED PRINTING.

process engraving — See EMBOSSED PRINTING.

process printing — See PROCESS COLOR PRINTING.

proem—A preface or introduction.

program; programme — A brief outline or explanation of any entertainment, performance or public ceremony, with the names of the performers, usually in printed form.

Prohibitory Index—See INDEX LIBRORUM PROHIBITORUM.

prolegomenon—A preface or introduction to a book or other literary work.

proof—1. In printing, an impression of a type form taken for the purpose of examination and correction by the proofreader or author. The first impression taken is called the FIRST PROOF; the second, to see that all marked errors have been corrected, is called the REVISE, and in careful work other proofs are taken, such as AUTHOR'S PROOF, RE-REVISE, PRESS PROOF and PRESS REVISE. 2. In bookbinding, an uncut smaller page, the presence of which in a book proves that it has not been unduly cut. 3. In engraving and etching, a proof impression. One taken before the title is engraved is a PROOF BEFORE LETTER; one with the

ANALYSIS OF PROOFREADERS' MARKS

⊙	Period.
,	Comma.
-	Hyphen.
:	Colon.
;	Semicolon.
∨’	Apostrophe.
∨“ / ∨”	Quotations.
□	Em quadrat.
$\frac{1}{m}$	One-em dash.
$\frac{2}{m}$	Two-em parallel dash.
⌣	Push down space.
⁐	Close up.
✓	Less space.
‸	Caret—left out, insert.
9	Turn to proper position.
#	Insert space.
⊏ or ⊐	Move to left or to right.
⊓ or ⊔	Move up or move down.
tr.	Transpose.
----- or stet.	Let it stand.
₰	Dele—take out.
⊗	Broken letter.
¶	Paragraph.
No ¶	No paragraph.
w. f.	Wrong font.
✓7 or eq. #	Equalize spacing.
≡ or Caps	Capitals.
= or s. c.	Small capitals.
l. c.	Lower-case.
$\overset{a}{\vee}$ or $\wedge_1$	Superior or inferior.
___ or ital.	Italic.
rom.	Roman.
[/]	Brackets.
(/)	Parentheses.

s.c. It does not appear that the earliest printers had e
1 1 ✓ any method of correcting errors before the form 1 ✓ ✓
⊙/ was on the press/ The learned ~~The learned~~ cor- ₰
rectors of the first two centuries of printing were
#/9 not proof/readers in our sense/ they were rather ;/₰
. what we should ʇerm office editors. Their labors
not were chiefly to see that the proof corresponded to
the copy, but that the printed page was correct
L/, in its /atinity/ ~~that the words were there,~~ and stet.
that the sense was right. They cared ~~but~~ little ₰
about orthography, bad letters or purely printers ,/tr.
errors, and when the text seemed to them wrong
they consulted fresh authorities or altered it on
their own responsibility. Good proofs in the ,/
not# modern sense, were impossible until professional ⊗
$\frac{1}{m}$ readers were employed/ men who had first a tr.
printer's education, and then spent many years
i in the correction of proof. The orthography of
English, which for the past century has under =/w.f.
gone little change, was very fluctuating until after
= the publication of Johnson's Dictionary, and capi-
tals, which have been used with considerable reg- ₰ lead.
spell ularity for the past ⑧⓪ years, were previously used
tr. on the miss or hit plan. The approach to regu-
9/ it larity, so far as we have, may be attributed to the
growth of a class of professional proof readers, and
#/r it is to them that we owe the correctness of mod-
ern printing. More erors have been found in the
Bible than in any other one work. For many gen- ← lead.
erations it was frequently the case that Bibles
were brought out stealthily, from fear of govern-
⊏ mental interference. They were frequently Out; see copy
printed from imperfect texts, and were often mod-
ified to meet the views of those who publised h
□ them. The story is related that a certain woman
₰ in Germany, ~~who was~~ the wife of a Printer, ~~and~~ l.c./who
had become disgusted with the continual asser-
=₰/f/rom. tions of the *superiority* of man over woman which
she had heard, hurried into the composing room
while her husband was at supper and altered a
✓ w.f. ✓ sentence in the *B*ible, which he was printing, so , ’
“/” that it read Narr instead of Herr, thus making “/”
the verse read "And he shall be thy fool" instead
a/ of "and he shall be thy lord." The word not L/“/”
K was omitted by Barker, the king's printer in En-
gland in1632,inprintingtheseventh commandment ⊙/
up He was fined £③,000 ~~on~~ this account. over.

4/?

title engraved in outline letters is a PROOF WITH OPEN LETTERS, or OPEN-LETTER PROOF; and a PROOF WITH REMARQUE, or A REMARQUE PROOF, is one that is shown by the presence of a *remarque* to have been taken at a certain early stage in the making of the plate. 4. To take a *proof* of anything, as of a page or form.

Proof Bible — The name applied to the first impression of Luther's German Bible, as revised by order of the Eisenach German Protestant Church Congress, of which the final revised edition appeared in 1892. Also called the PROBE BIBLE.

proof brush—A brush made of stiff bristles, used sometimes by printers in taking proofs.

proof hook — A hook in a printing office upon which are hung *proofs* that are to be corrected by the compositor.

proof impression — One of the first impressions of an engraving, considered the best as being first taken; an artist's proof.

proofing paper — See PROOF PAPER.

proof leaf—A proof.

proof marks — See PROOFREADERS' MARKS.

proof paper—Paper used by printers for *pulling proofs;* proofing paper.

proof planer — An ordinary planer, but covered on one side with thick cloth, used by printers for *beating proofs* of type forms.

proof press — See GALLEY PRESS.

proofreader — A person in a printing office who reads and marks corrections in printers' proofs.

proofreaders' marks—Marks or symbols used by proofreaders to designate corrections that are to be made in proofs. Also called PROOF MARKS. (See *pages 208 and 209 for an analysis of proofreaders' or printers' marks and for a specimen page of corrected proof, showing the use of the various marks*).

proofreading — The reading of printers' proofs, and the detecting and correcting therein of typographical errors, defects in workmanship, careless punctuation, etc.

proof sheet—A proof.

prospectus—A printed or written outline of a proposed undertaking, particularly of a newspaper, literary work or other publication.

prototype—The name given by Fournier, a French type founder, in 1730, to the pattern or standard of measurement into which he divided the sizes of type, the first effective effort to establish a uniform standard of sizes. The prototype contains two inches, or 144 points, and is the plan and measurement upon which the American Point System is based.

prove—In printing, to take a trial impression or proof of matter that is to be printed, as to *prove a page*.

pseudonym—A pen name; a name assumed for the time, as by an author; a fictitious name, as opposed to *autonym*.

publication—The act of publishing and offering to the public a newspaper, book, magazine, pamphlet, engraving, or the like; that which is so published and offered.

publicist—In its commonly accepted meaning, a writer on matters of public policy or political interest.

publish—To print, or cause to be printed, and to offer for sale or general distribution, a newspaper, book, magazine, pamphlet, piece of music, engraving or the like. To *print* a book does not necessarily mean to *publish* it; it is *published* only when it is offered for sale, or put into general circulation.

pull—To take a proof or an impression of a form, originally so called from being taken on a hand press by *pulling* a lever. When taken on a hand press, a *hard pull* meant a heavy impression, an *easy pull*, a light impression.

pulp—The wood or other vegetable fiber material from which paper is made when ground up and suspended in water.

pulpboard—A paper board made directly from pulp; pasteboard.

pulp engine—In paper-making, a machine equipped with revolving knives and cutters, used for converting paper stock into pulp.

punch—1. In type founding, the original engraving of the face of a letter, cut on steel, and subsequently impressed into copper to form a matrix.

2. To perforate, stamp or make holes in paper.

punch cutter—In type founding, one who engraves or cuts the punches used in making the matrices for casting type.

punching machine — A machine used for punching holes in paper, cardboard, and the like.

punch pliers—Pliers used for perforating paper, leather, cloth, etc.

punctuation — The act or art of dividing a printed or written composition, by means of points, into sentences or parts of sentences, in such a manner that the meaning of the author, and the proper relation of the words used, may be readily understood.

punjaub; punjob — A term sometimes applied to copy given out on American morning newspapers merely to keep compositors employed during the hours when they would, under existing rules, charge for time if no copy were furnished.

put down—To set matter in lower case type; to change from upper to lower case type.

put to bed — In newspaper printing offices, a term meaning to send the paper to press.

put up—To set matter in capital letters; to capitalize; to change from lower case to upper case type.

pyramid head — A printed heading in the form of an inverted pyramid.

Q

Q—The seventeenth letter of the English alphabet. The name is from the French and Latin; the form is from the Latin, into which it came through the Greek from the Phoenician, and ultimately, perhaps, from the Egyptian. As a medieval Roman numeral the letter stands for 500.

qr.—Abbreviation for *quire.*

qrs.—Abbreviation for *quires.*

qto.—Abbreviation for *quarto.*

quad—1. An abbreviated form of the word *quadrat.* See QUADRAT. 2. To fill a line with quads or quadrats.

quad crown—A size of paper, 30x40, or four times the size of CROWN, which is 15x19 and 15x20.

quad demy—A size of paper, 35½x45, or four times the size of DEMY printing paper in England.

quad large — A size in cards, 6x9, or four times the size of LARGE, which is 3x4½.

quad line—A line of quads; a blank line.

quadrat — A block of metal, less than type-high, cast in multiples of em lengths, used for spacing out lines, for indentions, and at the ends of paragraphs. Commonly called QUAD.

quadrilateral ruling — See QUADRILLE RULING.

quadrille paper—Paper ruled in squares formed by thin lines crossing at right angles and at equal intervals.

quadrille ruling — Ruling in squares, generally by thin lines crossing at right angles and at equal intervals. Also called GRAPH RULING and QUADRILATERAL RULING.

quad royal—A size of paper, 40x50, or four times one of the sizes of ROYAL.

quadruplicate forms — See MANIFOLD FORMS.

quadruplicate, in—Printed in four copies that are all practically alike.

quad small—A size in cards, 5x7, or four times the size of SMALL, which is 2½x3½.

quarter binding—1. In blank books, a style of binding in which the book is sewed with kettle stitch and is bound with a leather back and strawboard sides, the boards being covered with paper turned in at the edges. 2. In edition binding, a style of binding in which one kind of material, such as leather, covers the back of the book, while the sides are of a different material.

quarters — A term applied to *quartos*, *octavos*, *twelvemos*, *sixteenmos* and *thirty-twomos* because they are imposed and locked up in four parts.

quarter-sheet poster — A fourth-sheet poster. See POSTER.

quarter tone — A zinc halftone of 65-line screen, or coarser, used for newspaper printing. Also called NEWSPAPER HALFTONE.

quarto — 1. A size of book established by folding a sheet, or a series of sheets, into four leaves, or eight pages, each usually measuring 9½x12 inches; usually written 4TO. 2. Having four leaves, or eight pages, to a sheet, as a *quarto* book.

queen note—A size of paper, 3½x5⅜.

query—The interrogation point (?), used as a sign of question or doubt; query mark; question mark; wonder mark.

query f — The mark (?F) on a proof, questioning the *fact* of a statement contained therein.

query g — The mark (?G) on a proof that questions the *grammatical construction* of matter therein.

query mark — The character (?), or interrogation point; question mark; wonder mark; query.

query to author—A mark, indicated by a ringed interrogation point, written on proof to call the author's attention to something about which the printer or proofreader is in doubt.

question mark—The character (?), or interrogation point; the wonder mark; the query mark.

quintuplicate forms — See MANIFOLD FORMS.

quintuplicate, in—Printed in five copies that are all practically alike.

quire — 1. A collection of twenty-four (or twenty-five) sheets of paper of the same size and quality, either not folded or having but one fold. 2. A small book or pamphlet consisting, or as if consisting, of a quire of paper. 3. Formerly, four sheets of paper folded together into eight leaves; hence, any set of folded sheets fitting one within another, as in a book. 4. To put or divide into quires, or so that folded sheets may be placed one within another.

quirewise — To print a book, pamphlet, or the like, so that one sheet will fit within another.

quoin—One of a pair of wedge shaped pieces of metal, which, with the aid of a revolving key, are used to secure a type form firmly in a chase.

quoining a form — Putting quoins in a form so that, when locked up, the type will be securely wedged in the chase.

quoin key — A metal device which fits into and turns the quoins for locking and unlocking type forms in a chase.

quotation—1. A piece of type metal, or a large quadrat, less than type-high, having one or more hollow spaces, according to the size, used to fill blank space in a form, or as furniture. 2. A price named in advance for executing a piece of work; a bid; a tender.

quotation furniture—Quotations cast in various sizes of length and width, used for blanking out and as furniture.

quotation mark — One of a pair of marks (“ ”) used in printing and writing to indicate the beginning and end of a quoted word or passage.

quote—1. To set off a word or passage by quotation marks. 2. To name a price for a piece of work; to bid. See QUOTATION 2.

R

R—The eighteenth letter of the English alphabet. The ultimate origin of the letter was probably Egyptian, from which it came through the Phoenician, Greek and Latin into the English. As a medieval Roman numeral the letter stands for 80.

rack — A receptacle for type cases.

radiography—The art or process of making photographs with x-rays. Called also X-RAY PHOTOGRAPHY.

rag—1. A term sometimes applied, jocularly or contemptuously, to a newspaper. 2. In type founding, a bur on the edge of type.

rag content paper — See RAG PAPER.

rag cutter — A machine with

revolving blades used in paper-making for chopping rags into small pieces.

rag engine — A pulping machine used in paper-making.

rag paper—Paper made from material in which there is some quantity of rag—the greater the percentage of rag the better the quality of paper.

rag pulp — Paper pulp made principally from cotton rags or clippings from shirt factories, and used in making the best grades of bonds, linens, ledgers, some writings, and the very best grades of book papers. The greater the proportion of rag pulp used, the better the grade of paper.

rags — 1. Cotton and linen rags, obtained from various sources, used as a raw material for making paper. 2. See WIPERS.

rag stock — In paper-making, material composed of cotton or linen rags, used for making paper. Called also RAG CONTENT PAPER.

railroad; railroad board—One of the cheaper grades of coated cardboards, made in many colors and in several heavy thicknesses.

railroading — A term sometimes applied to the act of making marks at the end of a series of lines by a proofreader when he wishes a number of words, or parts of words, to be transposed to succeeding lines.

raised bands—See BANDS.

raisonne — Accompanied by proofs, illustrations or notices; arranged systematically, or according to classes or subjects, as a *raisonne* catalog.

rake — An instrument used by bookbinders, in forwarding, to harden the backs of books while being pastewashed in the standing press.

Ramage press—A small hand press, originally made of wood, built by Adam Ramage, the most celebrated of the early press-makers of the United States. Ramage came to Philadelphia from Scotland about 1790, and is said to have constructed the first hand press made with an iron bed and platen.

random—A sloping board set on top of a frame to hold galleys of type for use in making up forms.

rasped — Having the sharp edges of the boards for book covers removed, but not beveled.

ratchet — A device used to loosen the clamps on stereotype blocks.

reader—1. A proofreader. 2. A person employed by publishers to read manuscripts offered for publication, and to advise regarding their merit or suitability. 3. A book containing selections for reading, especially an elementary book for instruction and practice in reading.

reading — Printed or written matter intended to be read; *news* matter, as opposed to *advertising* matter.

reading matter—Printed matter consisting of news, editorials, articles, stories, etc., in a newspaper, magazine or other publication, as distinguished from *advertising matter.*

reading notice—A paid advertisement in a newspaper or other periodical, so set up as to be similar in appearance to regular news or reading matter.

reading room — In printing and newspaper offices, a room or space set apart especially for proofreading.

ready made cover — See CASE 3.

ready print — See AUXILIARY PRINT.

ready proof press — A press used for taking proofs of small forms or of matter on galleys. Also called PROOF PRESS and GALLEY PRESS.

ream — A unit of quantity in paper, formerly twenty 24-sheet quires, or 480 sheets, now usually 500 sheets, but in drawing and handmade papers, sometimes, 472 sheets. A LONG REAM is 500 sheets, a SHORT REAM, 480 sheets, and a PRINTER'S REAM, 516 sheets. The term MILL REAM is sometimes applied to a package of 472 sheets of perfect handmade paper, this being a regular ream in which some of the outer sheets are assumed to be imperfect.

rebind—To put a new binding or cover on a book.

rebus — A method of expressing words and phrases by pictures of objects, the names of which resemble those words, or the syllables of which they are composed.

recto—The right-hand page of a book or folded sheet of paper. The opposite of *verso.* Sometimes abbreviated to *ro.*

redact—To edit, digest, revise or reduce written matter and put it into shape suitable for publication.

redactor — An editor, or one who prepares matter for publication.

red book—A book with a red cover, usually containing matter of an official character or of some peculiar importance.

red letter — Pertaining to or marked by red letters. In the ancient calendars, holy days were marked by red letters, and therefore *red letter* became a phrase to designate a lucky day, or any happy or memorable event.

reduced small — A card size, 2⅛x3½.

reducer — The name given to any liquid or paste used to mix in printing inks to lessen their stickiness or adhesiveness.

reference mark — Any mark used to direct attention to a note in the margin of a page, or at the end of the volume or any of its subdivisions, as *superior letters, superior figures, asterisk, dagger, double dagger* ,etc.

register—1. Exact correspondence in the position of pages or other printed matter on the two sides of a sheet, or with reference to its relation to other matter already ruled or printed on the sheet. 2. In bookbinding, a list of signatures, attached to the end of early-printed works, for the use of the binder. 3. A ribbon placed in a book to be used for a marker.

register hook—A device used in connection with patent base blocks, to secure or clamp the plates of a form in correct position.

register mark — A mark or point used to aid in securing correct *register* of different forms in color process printing. Sometimes the mark is affixed to some part of the furniture of the form, and sometimes it is drawn in on the margins of the copy for the plates and is reproduced in the plates. When these marks exactly over-print each other, the plates are in perfect *register.* See REGISTER 1.

register sheet—The sheet used by the pressman in making *register.*

reglet — A strip of wood, less than type-high, and in various type thicknesses up to 36-point, used for locking up forms, and as substitutes for slugs in composition.

reimpose — Formerly, to reprint.

reimpression — A reprint or repeated impression, without change, of a book or other printed work, as distinguished from a new edition.

reimprint — To imprint or print again.

reissue—A repeated issue of a publication, without change except in price or form.

reiteration—The act of printing on the second side of a sheet that has already been printed on one side, or the matter so printed.

relief — In the fine arts, the projection, or appearance of projection, of the figure above or beyond the place upon which it is formed.

relief printing—Printing from characters or designs that are raised above their surrounding surface, such as type, plates, etc., as distinguished from *intaglio printing*. This includes lithography, in which the design is on the surface in very slight relief. Also a name given to EMBOSSED PRINTING, which see.

remargin — To put a new margin on the leaves of a book.

remark—See REMARQUE.

remark proof — See REMARQUE PROOF.

remarque — In photo-engraving, a small design etched on the margin of a plate, usually removed after the first proofs have been taken. Also called REMARK.

remarque proof — In photo-engraving, a proof bearing a *remarque*. See REMARQUE. Also called REMARK PROOF.

Remington Typewriter — A style of type used in printing imitation typewritten letters.

replica — A copy or reproduction of a work of art made by the artist himself, and assumed to be equal in value to the original; a doublette.

reply postal — A postal card sold by the government, which has two parts, each bearing a printed postage stamp, one part being intended for the sender's message and the other for the reply. Also called REPLY POSTAL CARD.

reply postal card—See REPLY POSTAL.

reporter — One who reports news, happenings, speeches, public proceedings, and the like, for a newspaper or other periodical.

repoussage—In photo-engraving, the act of hammering out from behind to level up a part of a plate that has been depressed.

repped — A term applied to paper which has been given a ribbed or corded effect by impression from steel rollers.

reprint — 1. A second or new impression or edition, usually without change, of any printed work. 2. Printed matter used as copy, as distinguished from *manuscript* copy.

reprinter — A printer or publisher of reprints; one who reprints.

republisher—One who republishes a book or other literary work.

rescript—The act of rewriting, or that which is rewritten.

reset — To set up type matter again, or matter which is set up again.

resume—A brief recapitulation or condensed statement; an abridgment or summary.

retouch—To correct or change a negative, usually with a hard lead pencil, or a photogravure plate with a roulette, burnisher, graver, etc., in order to harmonize the light and shade, remove unnatural effects of detail, or the like.

retree paper — Imperfect or slightly damaged paper, occurring in the process of manufacture, and segregated while sorting at the mill. The packages containing such paper are generally marked *R* in the United States, and *XX* in England.

retroussage — In steel die engraving, the act or process of wiping an engraved plate with a cloth, after it has been inked and before printing.

retroversion — Translation back into the original language.

reversed face envelope — A special made envelope in which the seamed side is usually used for the return card, stamp and address, leaving the reverse side smooth and clean for illustrations or other printed matter. Also called HOTEL STYLE, ADVERTISING and SOUVENIR ENVELOPE.

reverse etching — An etching in which the relation between the blacks and whites of the design are reversed, the design showing in white on a black background.

reverse indention—See HANGING INDENTION.

reverso—See VERSO.

review — 1. A periodical publication containing critical essays. 2. To critically examine and revise a manuscript, or a book for a new edition, before printing it. 3. To write a criticism of a literary or dramatic work, as to *review* a new novel or play.

revise — 1. A proof taken to ascertain whether errors marked in a previous proof have been properly made. By some, the term is applied exclusively to the last proof taken of a form before it is printed. See PROOF 1. 2. To read over in order to correct errors, or to change or amend, as to *revise* a writing, a proof, a translation, etc.

rev. ver. — The abbreviated form of *revised version.*

re-write—To write over, or re-word, an article which has already appeared in print or a manuscript which requires a certain style of treatment; an article or news item so treated.

re-write man — A newspaper writer, usually very skillful, who takes an oral report by telephone or in person from a reporter or correspondent and writes the facts into a news story. Compare LEGMAN.

rexine—See IMITATION LEATHER.

rhapsody — A writing characterized by emotionalism and lack of connection in thought or soundness of argument.

rhetoric — The art of prose composition, or of clear, forceful and elegant use of language, whether written or spoken.

rib—One of the parts of a hand press, and of some power presses, which form a track in which the carriage or bed is run in and out from under the platen or cylinder.

Ribbon-Face Typewriter—A kind of type by means of which work resembling that done on a typewriter can be produced, by direct impression from the type, and without printing through silk or similar material.

rice paper—A thin paper made from rice straw.

rice-paper tree—A small tree grown in China, Japan and Formosa, from the pith of whose stem rice paper is made.

Richelieu—See CUSHING.

ride—To overlap or lie over, as two or more leads or rules in printed matter, or two or more colors that should just border on each other.

rider—In some printing machines, a roller operating with an endways reciprocating motion to equalize the ink on the inking and distributing rollers.

riding—Said of type at the end of a line when it catches against a lead, or of leads and furniture that are so poorly adjusted that the form is likely to be bent, or the type to fall out.

rifacimento—A remaking or adaptation of a literary work.

ring—In proofreading and on copy, to mark a ring or circle around an abbreviation or a figure, indicates that it is to be spelled out. In newspaper copyreading, the ring is sometimes used also to indicate that a number spelled out is to be changed to numerals.

rise—See LIFT 1.

riser—In printing, a block on which a plate is mounted.

ritual—A book containing the rites or ceremonial forms to be observed by a church, secret order, etc.

ro.—Abbreviation for *recto.*

roan—A kind of leather made from the inside of split sheepskin, colored, and grained in imitation of other leathers, and used for binding books.

rocker—A tool used by photoengravers for preparing the ground in mezzotint engraving.

roll—1. In printing, to ink a form with a roller. 2. A bookbinder's tool used for making plain or embossed gilded lines on book covers. See ROLLED. 3. A continuous web of paper rolled up in cylindrical form for use on a web printing press.

rolled—Said of a book cover when it has been marked by plain or embossed gilded lines, impressed by a *roll.* See ROLL 2.

roller — 1. See COMPOSITION ROLLER. 2. Any of the cylinders in a paper-making machine which carry forward the web of paper.

rollerboy — The workman, usually a boy, who inks the rollers and assists the pressman on a hand press.

roller truck — Either of the round pieces of metal at the ends of printing press rollers upon which the rollers bear while in motion.

rolling press—1. A press with a roller, used in copperplate printing. 2. A machine with rollers, used for smoothing printed sheets of paper. 3. A roller calendering machine used in paper-making.

Roman—A face of type based on the style of characters used in the old manuscript books of the Romans, and the style of type in most extensive use by printers of the present day. This line is ROMAN.

Romanic — Printed in the letters of the Latin, or Roman, alphabet, with their various values, as in the English of today.

Romanize—To use Roman letters in the writing or printing of a language, as to *Romanize* German.

Roman numeral—Any of the characters used in the Roman system of notation, indicated by letters of the alphabet, as *I, V, X, L,* etc.

Ronaldson — The name of a slightly modified Old Style letter.

Ronde—A style of script type with heavy strokes nearly upright; round hand.

Ross-board—Trade name of a cardboard coated with a chalky substance in a pebbled finish, used by artists for making drawings giving a halftone effect, but which are reproduced by the line process. The highlights are obtained by scratching away the chalky surface; also a cardboard or paper with fine printed lines or stippled designs used in the same manner. See SCRATCHBOARD.

rotary photogravure—A process of intaglio printing in which the impression is obtained from an etching made on a copper cylinder revolving in ink. Also called ROTOGRAVURE.

rotary press—A kind of printing press, built in many different sizes and styles, in which the impression is taken from a curved plate fitting a rotating cylinder.

rotogravure — See ROTARY PHOTOGRAVURE.

rotogravure paper — A book paper with a high finish, used in rotogravure or rotary photogravure printing.

roughing—See PEBBLING.

roughing stone—A stone with a roughened surface used by lithographers to give printed sheets the appearance of oil and water-color paintings.

roulette—To make a series of equidistant holes in a sheet of paper or stamps without removing any of the paper. Roulette perforation is the same as pin perforation. See PERFORATION.

rounce—The handle by which the carriage or bed holding the type form is run in and out under the platen on a hand press.

round brackets—The same as parentheses. See BRACKETS.

round hole perforation—See PERFORATION.

rounding and backing — In bookbinding, shaping a book, either by hand or machine, to make it appear concave on the front and convex on the back, and the making of a ridge or joint against which to fit the cover boards. The same as BACKING.

round pick—A dot in a letter in a stereotype plate, caused by an air bubble developed in casting.

royal—A size of paper, 19x24, the same as PACKET FOLIO, EXTRA FOLIO, DOUBLE PACKET and LARGE CHECK. This size was also formerly known as MEDIUM; and two other sizes, 20x24 and 20x25 were also known as ROYAL. Originally paper of this size bore as a watermark the royal crest, a fleur-de-lis, of France; hence the name.

royal and half — Formerly a size of paper, 25x39.

royal octavo—See OCTAVO.

royal packet—A size of paper, 6x9½.

royal square statement — A standard size of statement, 6x6 1/3.

royal statement — A standard size of statement, 6x9½.

Roycroft — The name of a style of type of Roman face, it being a heavy-faced modification of Post Old Style.

rub—To take an impression by *rubbing* a sheet of paper placed on an ink block or type-form, a method employed by the early printers.

rubber—In type founding, one who smooths the rough edges from type by *rubbing* it on a hard, flat surface.

rubber-stamp mark—A mark in paper similar to a watermark, impressed in the damp paper in the machine by a design on a rubber band on the press rolls.

rubbing — A copy of a raised or impressed surface obtained by placing paper over it and *rubbing* the paper with graphite, heelball or some similar substance.

rubric—That part of the early manuscripts or printed works which was colored or printed in red, as the title-page or parts thereof, title, initial letters, headbands, etc.

rubrication — The act or process of marking or distinguishing in red, as the letters, words or titles in a book or manuscript.

ruby—In England, the name of a size of type, the same as *agate*, or 5½-point, in the American Point System.

ruck — A crease or wrinkle sometimes made in a sheet of paper as it passes from the feed board to the form on cylinder presses.

Ruggles press — One of the best of the early job printing presses, built in various sizes and patterns in accordance with designs invented by S. P. Ruggles of Boston, one of the first successful inventors of small job-presses, and who is said to have invented the first American card press, about 1830. *Now obsolete.*

rule—1. A thin strip of type-high metal with a line across its face, used to print lines of various thicknesses in a printed page or form. A SINGLE RULE has one light line; a PARALLEL RULE, two light lines; a DOUBLE RULE, a light and a heavy line; DOTTED RULE, a line of dots, and a WAVE RULE, a wavy line. See also BRASS RULE and COMPOSING RULE. 2. To print or mark with lines by means of rules, or of a ruling machine or other device, as to *rule* a sheet of paper or a blank book.

ruled—Paper marked with *rules,* especially with rules made by a ruling machine, as distinguished from plain, or unruled, paper.

ruler—One who *rules* paper or operates a ruling machine; a name sometimes applied to a ruling machine.

ruling—1. The act or process of marking or *ruling* lines on paper by means of a ruling machine. 2. The work done on a ruling machine, as the *ruling* for a blank book.

ruling machine—A machine used for *ruling* or marking lines on paper according to a predetermined scheme. The paper to be ruled is conveyed under inked pens suspended, at desired intervals, from a cross bar.

ruling pen—1. The pen on a ruling machine with which the lines are *ruled.* 2. A form of pen used by artists and draftsmen, which is adjustable to various widths of line.

run—1. To print or rule, as to *run* 5,000 letter heads on a press, or to *run* a ream of paper through the ruling machine. 2. The quantity of anything printed or ruled, as *a long run, a short run, a run of* 1,000, etc.

rune—Any of the characters or signs which composed the alphabet formerly in general use by the Teutonic, or Germanic, peoples from about the third century. Runes are best known from their use for inscriptions on stones.

runic—A name for many sizes and varieties of job letter of Roman face which bear a resemblance to the rune or runic characters used by the early Teutonic and Gothic nations of northern Europe.

run in—1. In composition, to compress matter, or make it continuous without a paragraph or break; to amount to less than was estimated, said of type matter. 2. In presswork, to run the bed of a press under the platen or cylinder.

runner—1. A term applied to letters or figures on the side margin of a page, used to show the position of any line. 2. In bookbinding, the front board used in cutting edges, etc.

running head—The title of a book, chapter or subject repeated as a headline at the top of consecutive pages. Also called RUNNING HEADLINE and RUNNING TITLE.

running headline — See RUNNING HEAD.

running title — See RUNNING HEAD.

run on — To carry on or continue type matter without a break or new paragraph.

run-on—That which is *run on*, as in printed matter.

run on sorts—In composition, to use or require an unusually large quantity of some particular letter, figure or other character.

run out—1. In composition, to fill out a line of type matter with quadrats, leaders, points or ornaments. 2. In presswork, to run the bed of a press from under the platen or cylinder.

run out and indent — To set type matter with a hanging indention.

run up — A term applied by bookbinders to the back of a book when it has a fillet running entirely from head to tail without being mitered at each band.

russet—A reddish brown color, in printing paper and bookbinder's leather.

Russia — A bookbinder's term for *Russia leather.*

Russia calf—A Russia leather made from calfskin, used for binding books.

Russia leather — A leather used in bookbinding, originally made in Russia from the skins of young cattle and dyed red. It is now made in different countries, from different kinds of leather, and comes in various colors. American cowhide is now regarded by many as being better than Russia, and is used extensively in binding blank books and other books where durability is the first requirement. It is generally called RUSSIA by bookbinders.

Ruthven press—A hand press invented in the early part of the nineteenth century which differed from the printing presses made before that time in that the bed was stationary, while the platen moved to and fro in making the impression. *Now obsolete.*

S—The nineteenth letter of the English alphabet. The name and form of the letter are from the Latin, into which it came through the Greek from the Phoenician, its ultimate origin probably being Egyptian. As a medieval Roman numeral the letter stands for either 7 or 70.

saddleback stitch — See STITCH.

safety paper — Paper difficult to duplicate, or so treated with chemicals that erasures or alterations in any matter written or printed thereon are easy to detect. It is used extensively for checks, drafts and the like.

salmagundi — A collection of light miscellaneous reading.

Sanborn paper cutter—A paper cutting machine of original ideas and construction, intended to be operated by either hand or power, manufactured by Geo. Sanborn & Co. of New York. *Now obsolete.*

S. & C.—A term applied to a finish on paper, meaning *sized and calendered.* It is the same as MACHINE FINISH, which see.

S. & S. C.—The name of a finish on paper, meaning *sized and supercalendered.* Paper so finished has a glossy finish but is uncoated.

sanserif — Types without serifs, as Gothic or Grotesque. Also spelled SANSERIPH.

sanskrit—The ancient Aryan language of India, from which the modern Aryan tongues of that country are derived.

Satanic—See TELL TEXT.

satin enameled — A highly polished, smooth and glossy surface on some cardboards and book papers.

satin finish—A smooth, hard finish on paper, resembling satin.

satire—A literary composition, generally in verse, in which either private or public folly or vice is censured and exposed to contempt and hatred.

Savage's Dictionary of the Art of Printing—A valuable book of information and reference for printers, published in 1840 by William Savage, a distinguished author and printer of England.

saw — In bookbinding, to cut with a saw, across the back of the folded signatures of a book, the grooves which receive the cords to which the sheets are sewed and to which the covers are secured.

saw block—A box similar to a carpenter's miter box, used by printers to guide the saw to the proper angle in cutting furniture, etc.

saw trimmer — A machine used by printers and engravers for smoothly and accurately trimming type-slugs, blocks, plates, etc.

Saxon alphabet—See ANGLO-SAXON ALPHABET.

s. c. — The abbreviation for *small capital;* also written SM. CAP.

scare head — A very large heading, usually sensational, over an article in a newspaper.

scare point — The character (!), or exclamation point; astonisher.

schedule—A list of the names of the compositors engaged on a given book, and the number of pages composed by each of them, systematically arranged, constituting a record of the amount of work performed by each workman. This system has been superseded by other methods of keeping time in most of the modern book printing offices.

scheme—See FONT SCHEME.

Schwabacher—The name of a style of Black Letter type, much used for display in German printing.

scoop—See BEAT 4.

score—To groove heavy paper or cardboard, by means of a brass rule, by a light un-inked impression on a printing press, for the purpose of breaking the grain in the paper and rendering it easier to fold.

Scotch Roman—The name of a popular modern Roman face of type, originated in Edinburgh.

scraper—1. In lithography, a board or blade used in the old style press, the edge of which rubs over the tympan sheet to make the impression. 2. Any of several pointed instruments used by steel die and photo-engravers.

scratchboard—A chalk-covered, smooth surfaced cardboard with line or stipple tint, used for drawing on with crayon, pen and ink, etc., the high lights being scratched out with a pen-knife. Also called SCRATCHCARD. See ROSSBOARD.

scratchcard — See SCRATCHBOARD.

scratch comma — The mark (/) formerly used as a comma.

scratch figure—See CANCELED FIGURE.

scratch paper — Blank paper, or spoiled printed or ruled paper blank on one side, used for making notes, figuring, etc.

scrawl — Unskillful, inelegant or carelessly written copy or manuscript.

screamer — A printer's slang name for the *exclamation point.*

screen — See HALFTONE SCREEN.

screw press—A machine for communicating pressure by means of a screw or screws; one style of standing press.

scribe—A writer or copyist; a public or professional penman.

Script — Type cast in imitation of any ideal, plain or beautiful style of handwriting. *This line is in Script Type.*

scroll — A roll of paper or parchment, usually containing writing. This was an early form of manuscript, called by the Romans *volumen,* or *roll,* from which the word *volume* is derived.

seal — 1. The best leather obtainable for binding books, very difficult to obtain and very expensive. It resembles Morocco, and is made from the upper or hair side of the skins of seals. 2. A wafer, or a piece of impressed wax, used to seal or fasten a letter, envelope, etc. 3. A gummed paper label imitating or taking the place of a wax seal. 4. To close and fasten envelopes, or the like, by means of gum or wax.

seal press—A kind of press of various styles used for embossing crests, making seals, etc., the printing, embossing and cutting out of seals usually being done at one operation.

secondary cover—See END PAPER.

seconds—As applied to paper, sheets below the established standard of quality, and sorted out and sold at a lower price.

section—1. A distinct part or

portion of a chapter or book; a paragraph. 2. The character (§) used to mark a division in any writing or printing, or to indicate a marginal note. 3. In bookbinding, one or more folded sheets sewed together; an offcut.

sector flap—A style of pointed envelope flap, being more extreme than either the GOTHIC FLAP or WALLET FLAP.

Sedan Edition—Any of a series of works printed by John Jannon at Sedan, France, including the *Vergil* dated 1625, the *Horace* of 1627, the *Greek Testament* of 1628, and the *Great Bible* according to the Geneva version, dated 1633. They are much esteemed by book collectors, and are highly valued for their accuracy and for the beauty and smallness of the type used.

self blue — A bluish paper manufactured from blue rag pulp that has been made from indigo-dyed rags. The color is impervious to the action of light.

self-contained cover — See INTEGRAL COVER.

semicolon — The point (;) used in printing and writing to indicate a separation between parts of a sentence more distinct than that marked by a comma.

semi-transparent ink — See TRANSPARENT INK.

sensitive paper — Paper that has been coated or impregnated with some substance that is sensitive to light, used for photographic purposes.

sentence—A series of words so combined by the rules of grammar and logic as to be complete in expressing a thought.

sepia — A rich brown color made from, or in imitation of, the ink or dark secretion of various cuttlefishes. The early block books were printed with a brown ink resembling sepia in color, and much of the plate-printing of the present day is printed in that color.

serial—A publication, or a tale or other writing, appearing in a series or succession of parts.

series — A complete collection of all the sizes of one style and design of type, as the first, second and third series of *long primer*, etc.

serif; seriph—One of the fine lines or cross strokes on the face of a letter, put in as a finish to unconnected lines.

serrated blade — The device for cutting paper on web printing presses, and to which the practicability of all presses of this character is largely due, patented by Victor Beaumont of New York in 1853. It consists of a serrated cutting-blade, set lengthwise in one of a pair of cutting-cylinders, having elastic surfaces inserted to hold the paper on each side of the cutting-blade when the sheet is cut from the web.

service house—A name sometimes applied to a paper dealer, or to any dealer in supplies for printers.

set—1. In printing, to compose type; to arrange type in words, lines, etc. 2. In type founding, the width of a type.

set heads—The particular set at the head and foot of the back of a heavy book bound in cloth on which the cloth at the ends has been rubbed down by hand to make it fit snugly over the head bands.

set-off—In England, an offset. See OFFSET 1.

setting rule—See COMPOSING RULE.

setting stick — A composing stick.

setting the head — In bookbinding, to cover the headband of a book with leather so as to form a kind of cap.

set up—To put into type; to arrange in words, lines, etc., ready for printing.

seventy-twomo—1. A size of book established by folding a sheet, or a series of sheets, into seventy-two leaves, or one hundred forty-four pages; usually written 72MO. 2. Having seventy-two leaves, or one hundred fortv-four pages, as a *72mo* book.

sewer — In bookbinding, the person who *sews* the sheets of a book together on a *sewing press.*

sewing press—A device used in bookbinding, consisting of a table with a vertical frame from which hang the cords to which the edges of the signatures of a book are sewed.

sexto—1. A size of book established by folding a sheet, or a series of sheets, into six leaves, or twelve pages, usually written 6MO. 2. Having six leaves, or twelve pages, as a *sexto* or *6mo* book.

sextodecimo — 1. A size of book established by folding a sheet, or a series of sheets, into sixteen leaves, or thirty-two pages, usually called SIXTEENMO, and written 16MO. 2. Having sixteen leaves, or thirty-two pages, as a *sextodecimo* or *16mo* book.

Seybold three-knife book trimmer—A cutting machine which trims three sides of a book at one operation.

shaded—A general name for many varieties of type on which the face of the character is shaded.

shado-craft watermark — A watermark produced in paper by a modification of the usual method, the design on the dandy roll being chiefly in intaglio instead of in relief, thus thickening the sheet at the point of contact and causing the watermark to appear darker than the other portions of the sheet, instead of lighter and thinner as it does in the regular process. See WATERMARK.

shake — A blur on a printed sheet caused by shaking, wavering, or the like, in taking the impression.

shank—See BODY 1.

sharp impression — A clean, clear, well-defined impression.

shaving tub — The receptacle into which the shavings or paper cut from the edges of a book fall as they are trimmed off by the forwarder.

sheep—See SHEEPSKIN.

sheep's foot — A metal hammer with a claw at one end, used by printers in locking up forms, and for various other purposes.

sheepskin — A very pliable and durable leather made from sheepskins, used chiefly for binding law books. Generally called SHEEP.

sheet — 1. A piece of paper, whether folded or unfolded, blank or printed. 2. A newspaper; a letter. 3. To place newly printed sheets between other sheets for drying and to prevent offsetting; to slip sheet.

sheet and half cap—A size of paper, 13½x24½.

sheet and half demy—A size of paper, 22½x26½; also 17 ¾x33¾.

sheet and half foolscap—A size of paper, 13¼x24½.

sheet and half post—A size of paper, 19½x23½.

sheet and half pott—A size of paper, 12½x22½.

sheet and third foolscap—A size of paper 13¼x22.

sheeting — In paper-making, the process of cutting paper into sheets.

sheets—A term applied to the unbound leaves and pages of a book.

sheets, in—A printed book is said to be *in sheets* before it is bound, either before or after folding.

sheetwise — To print a sheet with different forms on each side, as distinguished from the *work and turn* method.

sheetwork — Work done by printing all the sheets from one form on one side and then from another form on the other side.

shifting tympan — See TRAVELING TYMPAN.

shipping tag—See TAG.

shoe—See HELLBOX.

shoofly — A device with long fingers for freeing the sheet from the cylinder on some styles of cylinder printing presses.

shooting stick — A wedge-shaped implement of wood or metal, usually notched at one end, used by printers to drive the quoins in locking and unlocking forms.

short—See FILLER 1.

short and — The character & standing for *and;* ampersand.

short cross — The short bar which crosses the long bar in a chase, dividing it into four parts.

short demy—A size of paper, 14⅜x20¾, the same as MUSIC DEMY.

shorthand — A rapid method of writing in which characters, abbreviations or symbols are substituted for letters, words, etc.; stenography; phonography.

short letter—A type on which the face is cast on the middle of the upper end of the shank, as *a, c, m, n, o,* etc.

short page—A page not entirely filled with printed matter, such as one that frequently appears at the end of a book or any of its subdivisions.

short ream — Twenty 24-sheet quires of paper, or 480 sheets, as distinguished from *long ream* and *printer's ream.* See REAM.

short run — In printing, a small number of impressions on a printing press; work which can be executed on a press in a short time. In contrast to *long run.*

shorts—The copies of different sheets required to complete an imperfect edition.

shoulder—That part of the top of a type which is not covered by the letter.

shoulder note—A note at the upper outer corner of a page. See NOTE 2.

show bill — A large printed sheet containing an advertisement or announcement displayed in large type, for posting up in public places. See POSTER.

show card — A placard containing advertising matter set in conspicuous type, or hand lettered, intended for display in public places; an advertising placard.

showcard board — A heavy cardboard colored on one side, used for printing or lettering show cards, etc.

side box—The small box on the side of a type case.

side caption—See SIDE HEADING.

side heading — A heading placed at or over the side of type matter, as distinguished from *center heading* or *center caption;* side caption.

side note—A note of comment or reference placed at the side of the text of a printed page.

siderography — The art or process of engraving on steel.

side sorts — Types in the upper and side boxes of a type case, consisting of characters not frequently used.

side stick—A sloping piece of furniture to be placed between the type form and the chase, and which thus forms a wedge shaped aperture in which the quoins are inserted in locking up a form.

side stitch—See STITCH.

sigla — Signs, abbreviations, letters or characters which stand for words in ancient manuscripts, or on coins, medals, etc.

signature—1. A letter or figure placed in consecutive order at the bottom of the first page of each sheet of a book or pamphlet, to distinguish the sheets and serve as a guide in binding. 2. Each printed sheet of a book marked with a *signature*, as the *first signature. second signature*, etc. See also STAR SIGNATURE.

signature cut—A cut bearing the device or name of a firm or individual, usually hand lettered, to be used in advertisements, in facsimile letters, on letterheads, etc.

signs—See ARBITRARY SIGNS.

silhouette — An outline representation of an object, filled in solidly with black or some other uniform color.

Silver Book—See ARGENTEUS CODEX.

silver leaf—Silver beaten into very thin sheets or leaves, used by bookbinders for lettering and ornamenting book covers, and the like.

silver paper — Paper coated with silver or a silver-like substance; also paper sensitized with silver salts, used by photographers.

silver print—A photographic print on a surface sensitized with silver salts.

silver print drawing — A drawing made in pen and ink, pencil or grease crayon over the image on a silver print, after which the print is washed in a solution of bichloride of mercury, or other chemical, which removes the photographic print, leaving the drawing on white paper. Much used by newspapers in making line cuts of portraits.

silver printing—1. Printing in silver, as by printing with size instead of ink and dusting the surface with silver bronze. 2. In photography, the process of making silver prints.

silver tissue—Silver paper.

Simplex — Trade name of a machine which sets and distributes specially nicked single types. Its operation requires two persons, an operator and a justifier.

single cylinder press — A printing press that has but one cylinder, as distinguished from *double cylinder press*.

single leaded — Type matter spaced out by the insertion of one lead between the lines.

single rule—See RULE 1.

single stitch—See STITCH.

sit—A printer's term for a situation in a shop; also a term used by machine compositors to designate a temporary shift at the keyboard, or a permanent position as operator of a machine.

six point typewriter—A size and style of type used in printing miniature imitation typewritten letters.

sixteenmo—See SEXTODECIMO.

sixteen-sheet stand — See STAND.

sixty-fourmo—A size of book established by folding a sheet, or a series of sheets, into sixty-four leaves, or one hundred twenty-eight pages, usually written 64MO.

size — 1. A sticky substance used instead of ink in printing forms that are to be bronzed, and sometimes also used to mix with colored inks. 2. A preparation, usually made from vellum, used by bookbinders in finishing and gilding books. 3. A composition mixed with or coated on paper in manufacture to render the finished product more impervious to moisture and to give it a better writing or printing surface. See also ANIMAL SIZED, ENGINE SIZED and TUB SIZED.

size finder—A name commonly applied to any of numerous devices for finding the size, or proportional dimensions, of a plate when reduced or enlarged from copy; also used to find the dimensions of a mortise or type space within the borders of a design in which type matter is to be used.

sizing—1. The act of applying *size* to paper in manufacture or for bronzing. See SIZE 1 and 3. 2. The marking of margins on original drawings, photographs, etc., as a guide to the engraver in making a plate to reduce to desired dimensions.

Skeleton Gothic — A light-faced Gothic letter.

skeletonize — See BREAK UP FOR COLORS.

skeleton proof—A proof of a print or engraving in which the inscription is in hair strokes only.

skeleton type — Type whose face is in outline; outline type.

skip-wheel numbering machine — A consecutive numbering machine in which certain desired numbers skip, or miss, and only those required are printed, as in a *3-skip machine,* which prints 1, 4, 7, 10, etc., a *4-skip machine,* which prints 1, 5, 9, 13, etc.

skiver—A leather made from the hair or grain side of split sheepskin, embossed and finished in imitation of various leather grains, and used for binding books that require a strong, heavy, inexpensive material.

slack-sized—See SOFT-SIZED.

slice — The removable sliding bottom of a *slice galley.*

slice galley—A galley with a sliding bottom, called a *slice,* used for transferring large type forms to the imposing stone.

slide—A sliding flat shelf on which printers store forms of type matter that they desire to keep standing for possible future use.

slip—1. A portion of the printed matter of a newspaper or other work struck off by itself. 2. A proof from a column of type that is still in the galley. 3. In bookbinding, any of the ends of bands, cords or tapes that project beyond the volume after it is sewed.

slip sheet—A sheet of paper placed between newly printed sheets to prevent offsetting; an offsheet.

slip-sheet — To place slip sheets between newly printed sheets to prevent offsetting.

slit—1. In bookbinding, to cut the folded edge of a signature so that another sheet may be inserted. 2. In paper-making, to cut the paper sheet at the dry end of the machine, either by rotary or straight knives.

slug—1. A strip of metal less than type-high, and five or more points in thickness, used for spacing out lines of type matter, and for filling in blank space in forms. 2. A line of type set in one piece, as one set on a Linotype, Intertype or other machine. 3. A type-high strip of metal with a letter, figure or word at one end, used in printing offices to identify matter set up by different compositors. 4. A one-line subhead in the body of a newspaper article, usually set in bold-face (caps and lower case) of same type as used in setting the story. 5. One-line caption or "cut line" for newspaper illustrations. 6. In newspaper parlance, the act of writing captions, cut lines or one-line subheads.

slur—A smear or blurred spot in a printed sheet.

small—See FILLER 1.

small atlas—A size of paper, 25x31.

small cap—1. A size of paper, 13x16, the same as LEGAL CAP, FLAT CAP and LAW BLANK. 2. In printers' parlance, a term meaning the same as SMALL CAPITAL, which see.

small capital—A letter in the form of, but smaller than the regular capitals of a font. Frequently abbreviated to *s. c.* and *sm. cap.*

small cards — A card size, 2½x3½.

small double cap—A size of paper, 16x26.

small double medium — A size of paper, 24x36.

small double post—A size of paper, 19x29.

small letter—A lower case letter, as distinguished from a capital; a minuscule.

small pica — The name of a size of type, 11-point in the American Point System, larger than *long primer* and smaller than *pica.* The Germans call this size BREVIER, while the French term it PHILOSOPHIE.

small post—A size of paper, 13½x16½.

smash — In bookbinding, to compress the folded signatures of a book together in order to take the swell out of the back of the book, so that it will be of even thickness and can be squarely trimmed and fitted into the cover.

smasher hammer — A small, light hammer with a narrow peen, used by photo-engravers for beating zinc, etc.

smashing machine—In bookbinding, a press used to flatten book folds before sewing.

sm. cap. — The abbreviation for *small capital;* also written S. C.

Smith's Printer's Grammar—A book containing information and rules for printers, published in London in 1755.

smoke proof—In type founding, a test impression of a punch obtained by blacking it in a flame and stamping it on paper.

snake—A printer's slang term for PLATE MATTER, which see.

snap—That quality in paper that causes a sheet of it to emit a sharp, crisp sound when handled.

snatching roller—Either of a pair of rollers, in a printing press using a roll of paper, that revolve faster than the paper is fed to them, so that the paper is torn along a perforated line.

sniper—A slang term for one who posts small cards or posters by means of tacking or using stickers in windows, on blank walls, poles, trees, etc.

sob sister—A newspaper name for a woman writer or editor specializing in human interest stories, appealing to the sentimental, or one who conducts a department devoted to correspondence with readers on sentimental subjects.

sob story—A newspaper term for a *news story* of human interest appeal, intense with pathos.

society editor—One in charge of gathering and editing social news.

soda pulp — Wood pulp that has been cooked by the soda process in paper-making, used in connection with other wood and rag pulps in making many varieties of paper, and particularly in egg shell book papers where bulking qualities are desired, and in writings and other papers requiring a smooth, delicate surface.

softener—A long haired brush used to remove gold in lithographic printing.

soft-sized—Said of paper that contains less than the usual quantity of sizing; slack-sized.

solider—The character (!), or exclamation point.

solid matter — Type matter without leads or slugs between the lines; also matter containing few quadrats or breaklines.

solid pick—A letter in a stereotype plate filled up with metal, the result of an imperfect mold.

sorting—In paper-making, the process of segregating the perfect from the defective sheets.

sorts—All the characters in a font of type, considered as separate elements; also, sometimes, the name given to spaces, quadrats and other characters not included in a regular font of type.

sorts, out of — See OUT OF SORTS.

souvenir envelope — See REVERSED FACE ENVELOPE.

space—A mall piece of metal, cast lower than type-high, and in widths of some subdivision or multiple of the pica em, used for spacing between letters and words in a line, and for justification of lines.

space band—On a typesetting machine, a device to place between words to press them apart and space them evenly.

space bar—A bar or key on a typesetting machine, used for making spaces between letters or words. Also called SPACE KEY.

space key—See SPACE BAR.

space line—A name sometimes applied to a rule.

space rule—A single type-high rule cast in em lengths, used chiefly in tabular work.

space writer — In journalism, a writer paid according to the amount of space his matter occupies in print.

spacing — The proper adjustment of the distances between the words of a line of type matter; also, the extending of a word by inserting spaces between the letters to improve the appearance or to avoid excessive spacing between words.

Spanish N—The letter *n* with the tilde, giving it a sound as though followed by the letter *y*, as that of the first *n* in the word *canon*. (*Pronounced canyon.*) See TILDE.

specifications — In printing, the specific requirements as regards a piece of work.

specimen book—A book containing printed impressions of the types cast by a type foundry; a type catalog.

specimen page—A page composed and printed as a sample of the type, and its arrangement, to be used for any work.

speculum — A word from the Latin, signifying *mirror*, and used as part of the title of many of the block books. One of the most remarkable of these books is the *Speculum Hu-*

manae Salvationis, or Mirror of Human Salvation, which was produced in many editions and which exhibits the intermediate steps by which the engraving from wooden plates slowly progressed into the earlier forms of printing from movable types.

splicing — The act of joining two or more leads or slugs together.

split — Any leather used in bookbinding that is made by splitting or dividing a skin into two or more thicknesses.

split fraction—A piece fraction. See FRACTION.

spoilage — Sheets of paper spoiled in printing, or extra sheets allowed on a job to provide against a shortage in the finished work.

sports editor—One who edits news of sports and athletics; a sporting editor.

spring back—The designation of a style of binding used for blank books, in which a tubular lining is pasted to the backbone of the book and also to the back of the cover in such a manner as to cause the book to lie flat when open, and into the back covering of which hubs or bands are built in order to protect the cover material when the book is open. A similar style of binding, but without the hubs or bands, and used on books other than blank books, is known as OPEN BACK or HOLLOW BACK. All are contrasted with *tight back*

spring of a form, the—That condition of a type form when it springs or bulges up in the middle when tightly locked up.

sprinkling — In bookbinding, the scattering of small drops of color on the compact trimmed edges of a book, for decorative purposes.

spur — The point that pricks the hole in a sheet of paper on a printing press, to insure perfect register.

squabble—To displace or disarrange composed type matter, so that the letters or lines are out of position.

square — The portion of the board of a book cover that extends beyond the edges of the book.

square brackets—See BRACKETS.

square demy — Formerly a size of paper, 17x17.

squared paper — See PLOTTING PAPER.

squeegee—See SQUEEGEE ROLLER.

squeegee roller — A device with a handle and a small transverse India rubber roller, used by lithographers, photographers and others for squeezing off superfluous moisture, transferring material evenly to surfaces, etc. Also called SQUEEGEE.

stab—In bookbinding, to pierce the boards or sheets of a book for the binding threads, usually with a stabbing awl or bodkin.

stabbing awl—See BODKIN.

staff — The body of assistant editors, correspondents, reporters, etc., engaged upon a newspaper.

stain—In bookbinding, to color the edges, fly leaves and backs of books, either in solid shades, or in the style known as marbling.

stained edges—The edges of a book stained or marbled with colored ink or dye.

stamp—To impress or imprint with some mark or design, by pressure, and also the instrument with which the impression is made.

stand—1. A poster made up of a section or combination of sheets consisting of eight or more pieces, each 28x42 inches in size, and designated as *eight, sixteen, twenty* or *twenty-four-sheet stands.* See POSTER. 2. A frame on which type cases are placed.

Standard Gothic — A term which designates any heavy-face type of Gothic face.

standing — A term sometimes used by compositors and pressmen to denote that they are waiting for copy or for a form to put on the press; standing still.

standing matter — Composed type matter, especially matter left undisturbed from work that has been completed and that is being held for possible further use.

standing press — A press of various styles, use by printers for pressing out the inequalities produced on the surface of paper in the printing press, and by bookbinders for keeping freshly bound books under pressure while drying or seasoning. See PAWL PRESS.

standing still—See STANDING.

Stanhope levers—A system of levers to cause the platen of a printing press to descend with decreasing rapidity and increasing force, devised by Earl Stanhope of England, and applied in 1798 to the press which bears his name.

Stanhope press — A hand press invented by Earl Stanhope, an Englishman, in 1798, which was operated by a combination of the lever and screw. It was the first press ever constructed that was made entirely of iron.

stannotype — A photograph taken upon a plate of tin; a tintype. Also a modification of the Woodburytype in which a gelatin intaglio is used as a plate from which to print.

staple—To fasten together the sheets of a book or pamphlet by means of wire staples; to stitch.

star—See ASTERISK 1.

star signature — A signature representing an offcut, or part of a sheet, and distinguished by a star or asterisk placed with the letter or figure used to designate the main part of the sheet. See also SIGNATURE.

start — In bookbinding, when any of the leaves of a book project beyond the others on account of not being properly secured in the back, they are said to *start.*

statement—A sheet of paper, usually ruled, and with a business card and address printed at the top, used for rendering statements of account. They are made in various standard sizes, known under the following names: FOLIO, 5½x8½; FOLIO SHORT, 5½x5½; FOLIO SQUARE, 5½x5⅝; ROYAL, 6x9½; ROYAL SQUARE, 6x6⅓; YANKEE, 5⅜x8½; YANKEE FOLIO, 3⅔x8½; YANKEE ROYAL, 4x9½; HOTEL, 5⅔x11; GEM, 3⅜x5⅝; INFANT, 4⅛x5½.

statement paper—Paper ruled for the various sizes of statements, from folio, royal or double cap, and usually on a ruling machine, but ruling produced by letterpress or lithography is also much used.

state paper—A newspaper in which, according to law, legal notices may or must be published.

stationery—Writing paper, envelopes, pens, pencils, ink, blank books and other articles for writing purposes usually sold by a stationer.

St. Augustin—The French and Dutch name for a size of type corresponding to *English*, or 14-point, in the American Point System. It is called MITTEL in Germany.

steamboat-boards — In bookbinding, the boards used for cutting books out of boards.

steamboating — In bookbinding, cutting or shearing a pile of books which are as yet out of boards, or uncovered.

steel cutting die—A die made of steel with a sharp cutting edge, and used to cut out labels, cards, envelopes, or anything of a special shape.

steel die — A block of steel upon one side of which a design is engraved in intaglio, used for steel die embossing.

steel die embossing—1. The art or process of engraving a design in intaglio on a steel die. 2. The act of taking an impression or print from an engraved steel die. 3. An impression or print taken on paper from an engraved steel die.

steel engraving—The art or process of engraving designs on steel plates, or an impression taken from such a plate.

steel plate—A smooth plate of steel upon which a design is engraved in intaglio, used for steel engraving. Steel plates are used extensively for engraving bank notes, certificates, bonds and other work in which it is desired to obtain the effect of copperplate engraving in longer printing runs than a copper plate will stand.

stem — The thick line of the face of a type character. Also called BODY MARK and THICK STROKE.

stencil — A plate or sheet of any material so perforated or marked with a design that when it is laid on a surface and color is applied, by any of various methods, the design is reproduced, the stencil plate acting as a mask to protect that part of the surface not intended to receive the design. See TIELESS STENCIL.

stenochrome—A print or impression produced by *stenochromy*, or the process of printing a varicolored design in one impression.

stenography — The art of writing by the use of abbreviations, characters or symbols instead of entire words; shorthand.

stenotype—A letter or combination of letters representing a symbol or phonogram in stenotypy.

stenotypy—A kind of phonographic writing in which ordinary script or printed letters are used.

step head—A newspaper heading in two or more lines, with margins running from upper left to lower right.

stereo-rotary press—A rotary printing press using cylindrical stereotype plates.

stereotype—A duplicate of a printing plate or type form, produced by taking a cast from a matrix or mat which has been made by taking a mold of the desired printing surface in plaster of Paris, *papier-mache* or *flong* by rolling or beating.

stereotype block—Any of the blocks on which stereotype plates are temporarily fastened during the process of printing.

stereo-typography — The art or process of printing from stereotype plates.

stereotypy — The art or process of making stereotype plates.

stet—A word signifying *let it stand,* used by proofreaders to indicate that matter once erased, or marked for omission, is to remain unchanged.

stick — 1. The common name for *composing stick,* among printers. 2. To set or arrange type in a composing stick, as to *stick* type. 3. In newspaper parlance, a term meaning approximately 100 to 150 words of copy, as to write a *stick* of matter concerning some event or thing.

stickful — As much set type matter as will fill a *composing stick.*

stiff covers — Book covers made of stiff boards; not limp or pliable; as distinguished from *flexible covers.*

stiffener—A stiff, heavy piece of cardboard placed in envelopes to protect the enclosure while in the mails.

stippled edges — Th stippled effect produced on the edges of a book stippled or sprinkled with colored ink or dye.

stippling — 1. In the graphic arts, the gradation of light and shade produced by separate touches, whether small points, large dots or long strokes; engraving in dots. 2. The roughened finish on paper, otherwise known as ROUGHING and PEBBLING. See PEBBLING.

stitch—To sew, staple or otherwise fasten together by means of thread or wire the leaves or signatures of a book or pamphlet. The different styles of stitching are: DOUBLE STITCH, where two loops of a single thread are fastened in the center of the fold; MACHINE STITCH, where a lock stitch is made; SADDLEBACK STITCH, where the center of the fold is placed across the saddle in the machine, and wire staples are driven through and clinched on the inside; SIDE STITCH, where the thread or wire is stitched through the side of the fold; SINGLE STITCH, where a single loop is drawn through the center and tied; WIRE STITCH, in which staples are made, inserted and clinched by a machine from a continuous piece of wire, as in the saddleback stitch.

St. John the Evangelist—The patron saint of illuminators, scribes and the early printers, chosen because he was the most learned of the disciples. He was always pictured as bearing a pen in his hand.

stock—1. In printing, paper or other material to be printed, especially the paper for a particular piece of work. 2. In paper-making, half stuff or pulp that is ready for the paper machine.

stock certificate — A printed, engraved or lithographed blank form issued by a company or corporation, which, when properly filled out and authenticated, shows that the person whose name is written thereon is the owner of a specified number of shares of that company's capital stock.

stockman—The workman who has charge of the paper stock, its distribution, etc., in a printing office; a warehouseman.

stockroom — The department of a printing office where paper stock is kept; a warehouse.

stock size—In paper, any of the sizes manufactured and carried in stock by paper dealers.

stone—See IMPOSING STONE.

stonehand—See STONEMAN.

stoneman—One who imposes and locks up type forms in a printing office; a stonehand.

stone proof — A proof taken of type matter while it is on the imposing stone, and before it has been put on the press, as distinguished from a *press proof*.

stonework—In printing, work done on the *imposing stone,* as making up and locking up forms, as distinguished from the process of actual type setting.

stop — A small circular tool used in bookbinding to stop a fillet when it intersects at right angles, to save time in mitering

stop cylinder press—A printing press in which the cylinder stops after the impression is taken, and remains stationary during the return of the bed to the starting point, when the operation is repeated. This style of press is but little used at the present time.

stop cut—1. In engraving, to cover with a protecting coat of varnish the parts of a plate that are not to be acted upon in the bath. 2. In electrotyping, to sear with a hot iron the part of a mold upon which no deposit is wanted.

stork announcement — See BIRTH ANNOUNCEMENT.

story—1. A narrative in either prose or verse, especially one of a fictitious nature, shorter and less elaborate than a novel. 2. In newspaper cant, any article or item of news; a *news story.*

Stratford—See OLD STYLE ANTIQUE.

strawboard — An inexpensive paper board made of straw pulp, used for packing, making boxes, backs of tabs, etc.

straw paper — Paper made from straw pulp, as strawboard, etc.

streamer—A large poster intended to be placed side by side instead of one above the other, and usually consisting of one word, or a series of words, extending over more than one sheet.

street car placard—An advertising placard of a size adapted for posting in street cars, the standard size being 11x21. Also called CAR CARD.

stretch—As applied to paper, the degree of expansion caused by moisture or dryness.

stretcher—An advertising poster or placard, usually printed or painted in colors, or in ornamental style, used for mounting on frames.

strike — 1. In bookbinding, to make an impression with a hot die in tooling. 2. In type founding, the copper plate containing the impression made by driving the punch into it, used as the matrix for the face of type.

strike off— To print or impress, as to *strike off* 1,000 letter heads.

string—1.The proofs of type matter set by a compositor, arranged consecutively to facilitate the computing of his work; also a similar arrangement of proofs or clippings of contributed matter in a newspaper office. 2. To thread with strings or ribbons, as tags, tickets, dance programs, etc.

string and button fastener envelope—An envelope which fastens by means of a string and button.

strip—To paste strips of paper, muslin, or the like, on the backs of pads, books, etc.

stroker—A kind of paper folder, usually made of wood faced with metal, used by the press feeder to bring the sheets forward to the grippers in a printing press; also, a term sometimes applied to a press feeder.

stub—A small part of a sheet as of a check, receipt, ticket, or the like, perforated for detaching, and containing memoranda of the contents of the part torn away.

Studley—The name of a style of type of Gothic characteristics, but which has the heavy down strokes of the Roman letter.

stuff — In paper-making, a pulpy mixture ready for the paper machine.

stuff chest—In paper-making, a large circular vat partly filled with water in which paper pulp is kept in a constant state of agitation, thus mixing the fibers with water and keeping them suspended therein.

style—1. The custom or plan adopted in any particular printing or newspaper office as a guide to be followed in regard to certain details of typography, spelling, capitalization, punctuation, division of words, abbreviations, compound words, display of certain classes of words, forms of expression, preparation of copy and other matters about which customs and opinions often differ, in order that a uniform style and practice may prevail. This information and matter is frequently embodied in a book called a STYLEBOOK. 2. A sharp-pointed tool used by engravers; a graver; an etching needle. Also called a STYLUS, which see.

stylebook—See STYLE 1.

stylus—A tool used by the ancients in writing on waxed tablets, having one pointed end for writing, while the other was blunt, smooth and somewhat expanded for the purpose of making erasures by smoothing the wax. The name is also applied to several forms of modern writing instruments resembling the ancient stylus, used for tracing, manifolding and, when dipped in ink, to make a line of uniform width.

sub—A substitute workman, especially a compositor, in a printing or newspaper office.

subeditor — An assistant editor.

subhead — 1. A heading or caption under any of the main headings or divisions of printed matter. 2. A supplemental heading in the body of a newspaper story, not usually inserted in stories of less than 500 words. See SLUG 4.

subscriber—One who regularly patronizes or receives, upon payment of the price of subscription, a newspaper, magazine, book or other publication.

substance — In paper-making, the thickness or weight of paper, based on the weight of a standard size in each of the different classes of paper that are sold by the pound.

substance number — In The Franklin Printing Catalog, a number which represents the *substance* or weight of paper. See SUBSTANCE.

subtitle—A secondary or subordinate title; a main title repeated in a subordinate position, as over the first page of text in a book; a bastard title; a half title.

suede finish—A finish on paper simulating the soft, undressed surface of suede leather.

suffix—A letter, letters, syllable or syllables added to the end of a word or root to modify its meaning; a postfix.

sulphate pulp — Paper pulp produced from wood chips cooked under pressure in a solution of caustic soda, used for making kraft, certain kinds of covers, and other coarse, tough papers.

sulphite bond — A machine-dried bond paper made from sulphite pulp.

sulphite browns — Brown wrapping paper made from sulphite pulp.

sulphite pulp—A wood pulp for making paper, prepared by cooking wood chips under pressure in a solution of bisulphite of lime, used largely for making the cheaper grades of bond papers.

Sunday editor—One in charge of the preparation of Sunday supplements on daily newspapers.

Sunday letter — See DOMINICAL LETTER.

sunproof paper — Paper whose color is impervious to the rays of the sun.

super—1. As applied to paper, more than the usual excellence in finish or quality. 2. A thin, very loosely woven cotton cloth, or cheesecloth, used for pasting on the backs of books before they are put into the covers.

supercalendered — Designating an extra finish or calender given to paper in manufacture.

superfine—Very fine in quality, finish, etc., as applied to paper.

superimpose — To print over or upon other printing, as in process color printing.

superior figures — Figures standing at the top of the line, as M^5, D^2, etc., as distinguished from *inferior figures.*

superior letters — Letters standing at the top of the line, as opposed to *inferior letters.* See SUPERIOR FIGURES.

super royal—A size of paper, 20x28 in the United States and 19x27 in England. Also in the United States, 19x27 for drawing paper, 20½x27½ for printing paper and 21½x29 for boards.

superscribe—To write or engrave on the top or outside surface of anything, as to write the name, address, etc., on the outside of an envelope, letter, or the like.

supplement — 1. An addition of one or more pages to the number usually printed in a newspaper, issued with the regular edition, and made necessary as a rule because of pressure of news or advertisements, or used as a separate part of the regular edition to contain special features, such as stories, articles, comics, etc. 2. A part added to, or issued as a continuation of, a book or other publication, to supply certain deficiencies or correct errors. Of larger compass and somewhat different meaning than *appendix,* which see.

surcharge — Anything printed or written on a postage stamp to give it a new legal effect, as a new valuation, date, etc.

surface board — Cardboard colored or finished on the surface only. Also called SURFACE CARD.

surface card — See SURFACE BOARD.

surface cut die—A die used in embossing in which the entire detail is outlined on the surface, the printed result being produced by cutting the line in various widths and depths to bring out the design, as distinguished from a *counter-sunk die* in which part of the detail is brought out in contour by shaping the die in the bottom of the engraved part.

surface printing — Printing from a surface in relief, as from type, halftone plates, zinc etchings, etc., as distinguished from *plate printing,* which see.

swash capital — An old-fashioned Italic capital letter with flourishes or ornamental projections at the top and bottom. See SWASH LETTER.

swash letter—Any letter having added flourishes, found in some fonts of type. They are usually capital letters, and are intended for use only at the beginning or end of a word in order that the flourishes may extend away from the word. See SWASH CAPITAL.

syllable—A single elementary sound, or a combination of such sounds uttered at one impulse of the voice, and constituting a word or part of a word.

Sylph Initial—A large initial letter, similar to the Missal Initial, but of darker tone. See MISSAL INITIAL.

symbol—A letter, sign, character, abbreviation, or the like, used to represent something.

sympathetic ink — An invisible writing fluid, which can be made visible afterwards by pressing with a hot iron.

synonym—One of two or more words which have the same, or nearly the same, essential meaning.

synopsis — A general view or collection of the heads or parts of anything printed or written, so arranged as to render a general idea of the whole.

T

T—The twentieth letter of the English alphabet. The name and form of the letter are from the Latin, and its form is further derived through the Greek from the Phoenician, and ultimately, perhaps, from the Egyptian. As a medieval Roman numeral the letter stands for 160.

tab—1. See PAD 1 and 2. 2. A projection or lip on an index card, index sheet, guide card, or the like, on which letters, figures, words, etc., are written or printed to facilitate quick reference to the matter to which they pertain. 3. In newspaper parlance, an abbreviation of the word *tabloid*, as *tabloid edition*. See TABLOID.

Tabard—The name of a style of type. It is characterized by legibility and long ascenders.

table book — 1. A book used for memoranda, frequently consisting of tablets or leaves of ivory clasped together. 2. A book containing tabular matter.

tablet — 1. A tab or pad of sheets of writing paper, glued or stitched at one end only. 2. A smooth, flat piece of ivory, metal, wood or other material on which to write, paint, draw, engrave, etc.

table work — See TABULAR WORK.

tabloid—A tabloid edition, as of a newspaper or supplement to a newspaper, in which the page size is usually reduced to three or four columns, two pages being made up in the chase regularly used for one page.

tabular composition — See TABULAR WORK.

tabular matter—See TABULAR WORK.

tabular work — Type matter consisting chiefly of rules and figures, or of words and figures, and which is set in parallel columns; table work; tabular composition; tabular matter.

tabulate — To form or reduce type matter into a table or synopsis.

tachygraphy—The art or practice of rapid writing, especially that employed by the ancient Greeks and Romans; shorthand; stenography.

Tachytype—A machine, somewhat resembling the Monotype, for setting and casting type.

tack—In printing ink, the quality of stickiness or adhesiveness.

tag—A card or label of convenient shape and size, cut from tagboard, stout paper, heavy linen, or the like, and usually punched with a hole and eyeletted, used to attach to boxes or packages as a direction or address label.

tag board — A heavy, strong manila paper, brown or buff in color, used for shipping tags and various purposes where an inexpensive heavy stock is required. Also called DOCUMENT MANILA.

tail margin — The margin at the bottom of a page.

tailpiece—An ornament placed at the bottom of a short page, or at the end of a chapter or book.

take—The portion of copy given to one compositor when a long piece of composition is to be handled by more than one workman; also, the type matter set from such a portion of copy. Also called TAKING.

take in—See GET IN.

take ink—To give a new or increased supply of ink to the inking rollers of a printing press.

take-up—To take or lift composed type matter with a composing rule, for the purpose of distribution, or to transfer it in making up.

taking—See TAKE.

taking copy—The receiving of copy by a compositor from the foreman or other person in charge, for the purpose of setting it into type.

taking off—A printer's term for the removing of sheets from a printing press.

talbotype—See CALOTYPE.

talipot palm—See BOOK PALM.

Talisman — A style of type similar to Hearst and Post Old Style.

tampon — A word used for *tympan* by English lithographers.

taped work—In bookbinding, a style of work in which the sections are stabbed in the back, with long, flat stabs, through which tapes are inserted and fastened to the covers.

Taylor press — Any of the various styles of printing presses manufactured by the A. B. Taylor Printing Press and Machine Company, which was established in New York in 1842, and which were at one time used extensively in this country. *Now obsolete.*

tar board — A tough, strong, heavy millboard, made from junk and old tarred rope, used for the boards of books in bookbinding.

tariff—A printed schedule or system of rates, charges, etc., as those of railroad fares, freight rates, etc.

tearing resistance — As applied to paper, the ability to withstand tearing.

telegraph editor — One who receives, edits and writes headlines on telegraphic news.

tele-photograph — A photograph, image or impression produced by tele-photography.

tele-photography—The art or process of transmitting and reproducing by electricity photographic or other pictures through a distance by methods similar to those used in electric telegraphy.

tele-stereograph — An instrument for reproducing a photograph by telegraph.

Tell Text—A style of type introduced by William Morris of England, patterned after the

Gothic letter used by the German printers of the fifteenth century. Called also TROY and SATANIC.

telotype — An instrument for automatically printing telegrams; a telegram so printed.

tender—Any offer, bid or proposal made for acceptance, as a tender of a bid for certain printing.

tensile strength — In papermaking, the weight necessary to apply to a given piece of paper to cause it to break. Also called BREAKING LENGTH.

terrier—A book in which the interests of private persons or corporations in lands are described by site, boundaries, number of acres, etc.

tertia—The German name for a size of type corresponding to *great primer*, or 18-point, in the American Point System.

test paper—A paper used to test certain substances by being saturated with a reagent which changes color when acted upon by those substances.

texoderm — See IMITATION LEATHER.

Text—A general name for any style of Old English or Black Letter type, so-called because such letters were used by the early printers for the text portions of the printed page. This Line is 10 Point Text.

text—1. The main body of matter on a printed or written page, as opposed to notes, comments etc.; also, the type matter of a page, as distinguished from the illustrations and margins. 2. A verse or passage of Scripture, or anything chosen as the subject for a sermon, discourse, argument, literary composition, etc.

text hand—Handwriting in a large size, formerly used to distinguish the text of a book from the notes, annotations, etc., which were written in a smaller size.

text letter—The type used for printing the body of a book; also, formerly, a large capital letter.

text paper — A superior quality of rough surfaced book paper, usually deckle edged, suitable for high-class bookwork.

text pen—A pen used for engrossing.

text types—Letters, words or

figures in types of various sizes, used in testing the power of vision.

text writer—1. One who writes textbooks. 2. Before the use of printing, one who copied manuscripts.

tf. — An abbreviation meaning *till forbidden,* sometimes used to indicate that an advertisement is to be run in a publication until ordered discontinued by the advertiser.

theorem — A size of paper, 28x34, the same as DOUBLE DOUBLE CAP.

thermography — Any process of printing or writing which involves the use of heat.

thermotype—A picture, as of the surface of a piece of wood, obtained by first wetting the object slightly with hydrocloric or diluted sulphuric acid, then taking an impression with a press, and next strongly heating this impression.

thick china—An inexpensive light-weight coated cardboard, made in several colors, used extensively for tickets and similar work.

thick lead — A lead that is thicker than 2 points.

thickness gauge — A device for determining the thickness of paper.

thick space—A 3-em (3 to an em) space. See SPACE.

thick stroke—See STEM.

thin lead—A lead that is thinner than 2 points.

thin space—A 5-em (5 to an em) space. See SPACE.

thirds—A size in cards, 1½x3.

thirty; "30"—A term, usually expressed by figures when written, used by printers and newspaper men to signify *the end,* when marked on a piece of copy, or when used in reference to some fellow workman who has recently died. When "30" is called in a newspaper office it indicates that the matter is all in and the paper can go to press.

thirty-sixmo—A size of book established by folding a sheet, or a series of sheets, into thirty-six leaves, or seventy-two pages, usually written 36MO.

thirty-twomo—A size of book established by folding a sheet, or a series of sheets, into thirty-two leaves, or sixty-four pages, usually written 32MO.

Thompson type caster — Trade name of a machine which casts individual types, and quads, leads, rules, borders, etc., cut to any length.

thorn letter—An Anglo-Saxon letter used for either of the sounds of English *th*, as in *thick* and *than*, so-called because it was the initial letter of the word *thorn*.

three-color printing—Designating or pertaining to a photo-mechanical process of printing in three colors.

three color process halftones — See PROCESS COLOR PLATES.

three-line — 1. Designating three-line pica type. 2. Having a depth equal to three lines of text matter, as a *three-line* initial.

three-on—See TWO-ON.

three-quarter binding—1. In blank book binding, a term designating a book with Russia leather rounded spring back and raised bands; tar board sides covered with cloth; paper turned over edges; leather corners extending over edges of book; sewed with whip stitch or kettle stitch; lettered on back in gold. 2. In edition binding, a style of binding in which one kind of material, such as leather, covers the back and corners of the book, extending farther out over the sides than in *half binding*, while the sides are of a different material.

three-sheet poster—See POSTER.

throw in—To distribute type matter.

throw-off—A contrivance on a printing press for suspending impression without stopping the machine.

throw up — To make certain words or lines of printed matter prominent or conspicuous, as by contrast of colors, or by the use of bold-faced type.

thumb index — An index cut and stamped on the fore edge of a book, to facilitate quick reference to the contents.

ticker — A telegraphic receiving device that automatically prints off stock quotations and other news on a ribbon or tape of paper.

ticker paper—White book paper in rolls, made especially for use in *ticker machines*.

ticket—1. See JOB TICKET. 2. A small piece of paper or cardboard on which is printed an acknowledgment entitling the holder to certain privileges or things; a card or label showing the character or price of goods.

tie—To fasten the leaves of a book together, or within a cover, by lacing with cord or ribbon and tying in a knot.

tieless stencil — 1. A form of stencil in which there are no *ties* or connecting pieces of material between parts of letters. The tieless stencil is usually made on bolting cloth by outlining and filling in with shellac or other varnish the spaces not to be reproduced. 2. Any of the numerous products of the *tieless stencil* process, a familiar one of which is known by the trade name of "Vitachrome," although there are others under various names produced by similar processes. The design is reproduced by forcing color through the meshes of the cloth with a squeegee or brush onto cardboard, metal, glass, wood or other smooth surface. Very beautiful poster effects are gained. Extensively used in advertising, especially for window cards and counter cards. See VITACHROME.

Tiffany Gothic — A style of type of Gothic face, but with slight suggestions of the Roman character, made in imitation of a letter used by copperplate engravers.

Tiffany Text — See INLAND COPPERPLATE.

tight back — Designating a style of binding in which the cover is glued directly to the back of the book and which bends inwardly as the book opens, as distinguished from *loose back* or *hollow back*.

tight joint—In bookbinding, a term designating a book in which the boards of the cover fit closely up to the ridge of the back of the volume, thus eliminating the crease of the hinge.

tilde—A diacritical mark placed over *n*, and sometimes *l*, in words derived from the Spanish when the letters are pronounced as though followed by *y*. See SPANISH N.

till—1. In the first hand presses, a piece fitted between the main uprights, in which rested the sleeve with the spindle and screws. 2. One of the four spaces between projections above the platen of a hand press.

time card—1. A card on which a time-table, as of a railroad, is printed. 2. A card on which is kept a record of a workman's time.

time work—Work paid for according to the number of hours, days, weeks, etc., employed, as distinguished from *piece work.*

Timperlay's Dictionary of Printers and Printing — A book containing an excellent and useful compilation of information concerning printing and printers down to the year 1838, compiled and published by C. H. Timperlay, a practical printer, of Manchester, England, in 1839.

tin—1. To cover the top and bottom edges of a map, calendar, or the like, with strips of tin or other metal, to cause it to hang or lay flat or open. 2. To cover the back of an electrotype shell, etc., with a tin composition.

tint — 1. In printing, a light-colored surface serving as a background for other colors or matter. 2. In engraving, a shaded effect produced by fine, closely placed parallel lines. 3. A printing ink which has been mixed with white for the purpose of subduing the color.

tint block—A block or plate used for printing a colored background; a tint plate.

tint plate—See TINT BLOCK.

tint tool—A fine graver used by engravers for cutting in plates the parallel lines which produce tints.

tintype—See FERROTYPE.

tip—To fasten a leaf in a book, or a sheet to another sheet, by means of applying paste to one or more of the edges and placing it in the proper position.

tissue paper—A gauze-like paper, used to protect engravings in books, to wrap up delicate articles, etc.

title—1. The inscription placed at the head of a book or other literary work, intended to describe the subject treated, and usually including the name of the author. In old and rare books, the title is regarded as consisting of all the matter of the title-page, including the punctuation marks, etc. See TITLE-PAGE. 2. The name by which a book or literary production is known. 3. Among printers, a title-page; title type; bold-faced type. See TITLE TYPE. 4. In bookbinding, the space or panel between the bands of the back of a book, upon which the lettering is placed.

titled—See PIECED.

title letter—See TITLE TYPE.

title-page — The page of a book which contains its title, the names of the author and publisher, the date of publication, etc. See TITLE 1.

title skiver — A thin leather with a glazed surface, made from the flesh side of sheepskins, used for *title stamping* on law books.

title stamping—In bookbinding, the stamping of titles on books, or on labels intended to be affixed to books. See STAMP.

title type—The type most frequently used in setting title-pages, a series of capitals of full body depth. Also called TITLE and TITLE LETTER.

toggle press — A printing press in which the pressure is applied through a *toggle joint.*

token — 1. Formerly, ten quires, or 240 sheets, of paper, but now generally construed to mean 250 sheets; in England, it signifies one-half of a perfect ream, or 258 sheets. 2. A unit of presswork from one form, varying in different localities. In New York and Great Britain it is 250 impressions, while in Boston and some other places it is 500 impressions.

token sheet—The last sheet of each *token* of paper, turned or doubled down to form a division mark between tokens in a pile and thus aid in counting.

tombstone head—Usually a set form of boxed heading in a newspaper, occasionally using Old English or some other ornamental face of type, used exclusively on death or funeral announcements.

tome—A book, especially one forming part of a larger work, or one of the ponderous volumes of the early printers.

tomelet—A small tome or volume.

toned paper — Paper possessing a slight tint or shade of color.

toned printings — In papermaking, common printings of a light buff or stone gray color.

tool—To impress a design or ornament upon the cover of a book by stamping, or the design so stamped. See TOOLING.

tooling—In bookbinding, hot-stamped impression in intaglio, either gilt or blind, on the covers of books.

tools—The hand stamps used by bookbinders in finishing.

tooth—That quality in paper which causes it to readily take ink, pencil marking or press impression. Also called BITE.

top head—In a newspaper, a *head* or *heading* placed at the top of the column. See HEAD.

tops—In book-printing, a few sheets of each signature placed on the top of the pile of any completed work to enable the printer to have easy access to enough signatures to complete and deliver a few copies of the book at any time they are required.

top sheet—See DRAW SHEET.

totem—A rude picture of some natural object, such as a bird or beast, used by the American Indians and some other savage peoples as a symbol or designation of some individual or family, thus forming a crude kind of picture writing or hieroglyphics.

tough check—A coated cardboard, tough and pliable, made in several colors, used for tickets, bills of fare and other purposes where a strong, durable cardboard is required.

town—A size in cards, 2x3.

t. p. — Abbreviation for *title-page.*

t. p. m. — Abbreviation for *title-page mutilated.*

t. p. w. — Abbreviation for *title-page wanting.*

tr. — Abbreviation for *transpose.*

tracing cloth — Transparent cloth, used in copying drawings and engravings. In blue printing, the cloth serves as the negative through which light acts on the sensitized paper, producing maps, plans, etc.

tracing paper — Transparent paper, used in copying drawings and engravings.

trade price—The special price at which goods are sold to those in the same trade or general line of business.

trade shop—A printing office, bookbindery, typesetting establishment, or the like, which does work only for those engaged in the same general line of trade or business, and not for the general public.

trade work — Work done for those engaged in the same general line of trade or business.

trafalgar — In England, the name of a size of type next smaller than *canon,* or 48-point.

trans.—Abbreviation for *transpose.*

transcript — That which has been transcribed or copied; a written copy.

transfer — To print or otherwise copy a design from one surface to another, as by placing a drawing on a plate or lithographic stone so that it may be engraved without being drawn by the artist, the copy being made by a process of offsetting.

transferotype — In photography, a bromide print transferred from a paper backing to some other surface, or the process by which this is done. Sometimes spelled TRANSFERROTYPE.

transfer paper — A kind of prepared paper used by lithographers, engravers, draftsmen, etc., for transferring impressions.

transferring machine — A kind of press for impressing an engraved and hardened steel die on a soft steel roller which is then hardened and used to impress a plate, as for bank-note printing.

transferrotype — See TRANSFEROTYPE.

translate—To render from one language into another, as to *translate* Latin into English.

transliterate—To express, represent or spell the words of one language in the letters or characters of another alphabet.

translucent — Designating paper which has the appearance of being transparent or semitransparent.

transo envelope — See WINDOW ENVELOPE.

transparent ink—An ink that, when used in *over-printing,* does not modify or conceal the underlying color. If it modifies but does not conceal the under color, it is termed *semitransparent.*

transpose—To change letters, words, lines or pages that are not in proper order to their true position; to transfer to another position. The word is usually indicated on proofs or copy by the abbreviations *tr.* or *trans.*

trans-print—To transfer to the wrong place in printing.

traveling apron—The endless belt or lower cloth on a ruling machine, used to carry the sheets forward to the lay-boy, or receiving box. Same as APRON.

traveling tympan — In perfecting presses, the tympan over the second impression surface, which receives the offset of the first side printed, and which is variously devised, as by changing or shifting the sheet, to avoid soiling the printed paper. Also called SHIFTING TYMPAN. See TYMPAN.

treadle press — Any small printing press whose driving power is derived from a treadle operated by the foot.

Treadwell press — A printing press invented by Daniel Treadwell, an American, who went to England in 1820 to take out his patent. This press was the first to be operated by a treadle, or foot-power, and was among the first steps in the way of labor-saving appliances to be utilized in connection with the art of printing.

treatise—A written or printed composition discussing and explaining a particular subject.

tree calf—A polished calfskin, bright brown in color, and stained with a conventional tree-like design, used for binding books.

trichromatic—Designating the three-color process in printing.

trichrome—Designating a machine for printing in three colors.

trigger—See VERGE.

triglot — Being in three languages, as a *triglot* edition of Shakespeare's plays.

trim — To smooth the edges of paper, books, etc., by cutting; also, that part of the paper or book which is cut off.

trim flush—To trim the cover and inner leaves of a book or pamphlet at the same time. Also called CUT FLUSH.

trindle — A bifurcated slip of

wood or metal used by bookbinders to place between the cords and boards of a book to flatten the back and fore edge before cutting.

triple rule—Three brass rules placed side by side, for use as a *triple-rule* border.

triplicate forms — See MANIFOLD FORMS.

triplicate, in—Printed in three copies that are all practically alike.

triptych—A writing tablet composed of three leaves, so made that the two outer leaves fold over the middle one, forming a book. The *triptych* was one of the earliest models of the modern book or volume, and was adopted to preserve from injury the face of the wax which covered the writing surface.

Troy — The name of the Text face of type adopted by William Morris of England in 1891 for printing some of his books. It is the type used by the German printers of the fifteenth century, and is the same as the Text face called SATANIC and WILLIAM TELL in this country.

tub-sized — Paper sized, after it has been formed and dried, by passing through a tub or vat containing a solution of gelatin or other sizing ingredients, as distinguished from *engine-sized* paper.

tuck — In bookbinding, a flap on the edge of a book cover to be tucked into the opposite edge.

Tudor Black — A style of Black Letter type in somewhat rounded form.

tumble head — Designating a sheet, when printed or ruled on both sides, whose heads on the two sides of the paper are on opposite ends of the sheet, so that when the sheet is turned end-over-end a head will always appear at the top; the opposite of *head to head.*

Turkey Morocco — Morocco leather made in Turkey, or an imitation of such leather, used for binding books. See MOROCCO.

turn—In printing, to use an inverted letter of the same thickness as one that is exhausted in the case, so that its feet instead of its face appears in the proof, thus calling attention to the deficiency in order that it may be remedied. Also termed TURN FOR SORTS, TURN FOR A LETTER, etc.

turned comma — See INVERTED COMMA.

turned letter — A type turned end for end to indicate a lack of that particular character in the case.

turn for a letter—See TURN.

turn for sorts—See TURN.

turning up — In bookbinding, the process of cutting the fore edges of a book in such a manner as to throw the "round" out of the back until the edge is cut.

turtle — A curved plate which holds the form in a type-revolving cylinder printing press; also, a table on which a newspaper is made up and wheeled into the stereotype room.

tweezers—A compositor's tool for correcting errors in a page or form of type.

twelvemo—See DUODECIMO.

twenty-fourmo — A size of book established by folding a sheet, or a series of sheets, into twenty-four leaves, or forty-eight pages, each usually measuring about 3½x5 inches, generally written 24MO. Also called VIGESIMO-QUARTO.

twenty-four-sheet stand — See STAND.

twentymo—A size of book established by folding a sheet, or a series of sheets, into twenty leaves, or forty pages, usually written 20MO.

twenty-sheet stand — See STAND.

twicer — In English printing offices, a slang term often applied to a printer who works both as a compositor and a pressman.

twin-chases — Two chases of equal size worked together.

two-color—Designating a photo-mechanical process in which printing is done in two colors, or the printing so produced.

two color process halftones —See PROCESS COLOR PLATES.

two compartment envelope —An envelope consisting of a large clasp envelope and a smaller envelope which can be sealed, made all in one piece. By means of this envelope, catalogs, booklets, advertising matter, etc., can be sent through the mails at third or fourth class rate, while an accompanying letter is sent first class.

two-feeder — A printing press that is fed by two persons, as one having a cylinder that receives two sheets in immediate succession in each revolution, from opposite directions.

two-line letter—A type character having the depth of two lines of the size to which it belongs, as *two-line nonpareil, two-line brevier*, etc.

two-nicker—A printer's slang term for a female compositor.

two-on — A term used to describe the printing of two forms of a job at one time, making two of the form at one impression of the press. The same terminology is employed when referring to any greater number of forms printed at one impression, and they are designated *three-on, four-on, five-on*, etc. Also called TWO-UP.

two-sheet poster — See POSTER.

two-revolution press — Any printing press, usually one with a small cylinder, that makes two revolutions to each impression. This is the style of cylinder press most generally used at the present time.

two-up—See TWO-ON.

tying up—In bookbinding, the tying of a volume after the cover has been drawn on, so as to make the leather adhere to the sides of the bands; also to aid in *setting the head*.

tympan — The sheet of paper or other material placed between the impression surface of a printing press and the paper which is to be printed. The term is also often applied to the *tympan frame* of a press. See TYMPAN FRAME. Also called TYMPAN SHEET.

tympan frame—The part of a printing press, consisting of an inner and outer frame, which holds the *tympan sheet* in position. Also called TYMPAN.

tympan hooks — Small hooks attached to the upper side of the *outer tympan frame* of a hand press to aid in keeping the *inner tympan frame* in proper position.

tympaning—Material, such as paper, cloth, parchment, rubber, etc., used in making a *tympan* for a printing press. See TYMPAN.

tympan joints—The joints by which the *outer tympan frame* of a hand press is attached to the carriage on which it works.

tympan sheet — 1. See TYMPAN. 2. On a hand press, a sheet of paper pasted by the corners to the *tympan frame* as a guide in laying the sheets evenly for printing.

Tyndale's Bible — The first complete bible printed in the English language, translated and published by William Tyndale in 1535.

type — 1. A rectangular block of metal, wood or other hard material, having on its upper end a raised character that produces, by the process of printing, an impression on paper or other material; such types or blocks in general, as the whole quantity of characters in a font, collectively. 2. To produce a copy of anything in type; to print.

type bar—A line of type cast in a bar or slug, as by a Linotype, Linograph or Intertype machine.

type case—See CASE.

type casting machine — Any machine for casting type or types, either singly or on a slug. The first machine of this character invented in the United States was patented in 1805 by William Wing of Hartford, Connecticut.

type cutter — One who engraves the punches used in making type.

type family—See FAMILY.

type founder—One who casts or makes type.

type foundry in America, first — The first type foundry in America, making German type principally, was established by Christopher Saur, (or Sower,) a printer, at Germantown, near Philadelphia, Pennsylvania, about 1735.

type gauge — A wooden or metal ruler, either flat or triangular in shape, and graduated in various type sizes, used for measuring type matter.

type-high—Being of the exact height of type.

type holder—A pallet used by bookbinders to hold type for stamping by hand.

type-line former—A device to facilitate the formation of curves in a line of type.

type metal—A metallic alloy used in making type, stereotype plates, etc., and as backing for electrotype plates.

type planer—See PLANER.

type-revolving book-perfecting press—One of the earliest book-perfecting presses used in the United States, manufactured by R. Hoe & Co. *Now obsolete.*

typescript—Typewritten copy.

typesetter — One who sets type; a compositor; a machine for setting type.

typesetting machine—Any of various keyboard machines which automatically set and compose type matter; a composing machine. The name *typesetting machine* is commonly, but erroneously, applied to machines which assemble matrices from which either single types, or a line of types in one slug, are cast.

type slug—A line of type cast in one slug or piece, as by a Linotype machine.

type sticker—A compositor; a typesetter.

type wash — A wash, such as benzine, gasoline, etc., used for washing type.

typewriter — Any of various machines used as a substitute for the pen in writing, and which produce impressions from characters similar to the type used in printing. The typewriter was invented in 1867 by Christopher Latham Sholes of Milwaukee, and in 1873 he produced the first practical machine, being assisted in the perfection of his device by Carlos Glidden and a printer named Soule.

typewriter envelope—A style of envelope with a wide flap, and similar in other respects to the SOUVENIR or REVERSED FACE ENVELOPE.

typewriter type — Any of various styles of type imitating that used on a typewriter.

typo—A common term among printers for a *compositor.*

typobar — A composing machine that assembles type matrices in a line and impresses the line on a bar of soft metal.

typog.—Abbreviation for *typographical* or *typography.*

typograph — A machine for composing type, formerly made, by which lines of matrices are set and impressed on metal blanks, cast by the machine, from which slugs of type are cast for printing.

typographer — A letterpress printer.

typographia — Matters of information or interest concerning typography or printing.

typographic; typographical —Of or pertaining to printing or typography.

typographical error — Any mistake, imperfection or error in composed type matter.

typographic design—The arrangement of types and type materials into forms in accordance with the rules of art and design.

typographist—A name applied to one who is a student of the art and history of printing.

typography — The act or art of printing with type; the use of type to produce printed impressions on paper or similar material.

typo-lithography—A kind of lithography in which impressions from type are transferred to stone for reproduction.

typomania—A mania for writing for publication.

typometry—The measurement of types.

typorama—A facsimile model or representation.

typo-telegraph — A printing telegraph.

typothetae — A word signifying *printers,* used in the names of associations of master printers in the United States and Canada.

U

U—The twenty-first letter of the English alphabet. It is a cursive form of the letter *V*, with which it was used interchangeably at one time. In English dictionaries, the two letters, *U* and *V*, were not given separate alphabetical positions until about 1800.

unabridged — Not shortened, contracted or condensed; containing the full number of words, as an *unabridged* dictionary.

unbleached paper — Paper, such as kraft, made from unbleached pulp.

unbound—Not bound; loose; not secured or fastened together; as an *unbound* book, *unbound* sheets, etc.

unbroken package — As applied to paper, that number of sheets which, according to custom, are wrapped in a package, and which it is necessary to buy in order to avoid the penalty in price imposed on broken package purchases. The number of sheets in a full package varies according to the class and thickness of the paper, being usually 50 and 100 sheets for cardboard, 125 and 250 sheets for covers and blotters, 250 and 500 sheets for ledgers, and 500 sheets for flats, bonds, books, etc.

uncial — A certain somewhat rounded style of letters used in ancient manuscripts, appearing as early as the first century B. C., but seldom after the tenth century A. D.

uncut — Designating a book whose leaves have not been separated by trimming, or an untrimmed book, even if the leaves have been separated.

underlay — A piece of paper, cardboard or the like, placed under type matter, plates, etc., on the press, to equalize and improve the impression.

underlift—See MANIFOLD UNDERLIFT.

underrun — To print fewer copies of anything than the number ordered; and, in paper-making, a quantity of paper less than that which was ordered to be made.

underscore — To draw a line or lines under, on copy, to designate the type in which matter is to be set: *one line calls for Italics, two lines, small capitals, and three lines, capitals.*

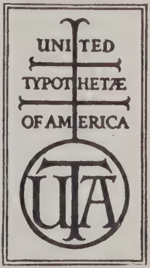
undersized—Paper which has not been sufficiently sized.

uneven page—A page having an uneven number or folio, such as *1, 3, 9, 11,* etc.

unglazed finish—A dull finish on paper.

uniplicate—Consisting of but one fold, or two leaves.

United Typothetae of America — An association composed of master printers in the United States and Canada. The name is generally abbreviated to *U. T. A.* See TYPOTHETAE.



U T. A. Emblem

unit lines; unit rules—Ruled lines, either machine ruled or printed, which form a division between figures representing different unit values.

Unitype — Trade name of a machine, operated by a keyboard, which sets and distributes foundry type.

universal copy desk—A copy desk in a newspaper office, at which is read all copy intended for publication, whether local, telegraph or advertising matter of the *reader* class.

Universal press—See GALLY PRESS.

unlock the form—To loosen all the quoins in a form.

unprintable—Unfit to be, or incapable of being, printed.

unprinted — Not printed; blank; as *unprinted* stationery.

unruled—Not ruled or marked with lines, as *unruled* letter heads.

up—1. Designating, when used in conjunction with a numeral word or figure, the number of any job printed in one form or impression, as *two-up*, *5-up*, etc. The word *on* when similarly used has the same significance. See TWO-ON. 2. See KEEP UP.

upper case — 1. Capital and small capital letters; also called UPPER CASE SORTS. 2. The upper of a pair of type cases. 3. To change small or lower case letters to capital or small capital letters.

upper case sorts—See UPPER CASE.

upper deck—See DECK 2.

U. T. A.—Abbreviated form of *United Typothetae of America.*

V

V—The twenty-second letter of the English alphabet. The letter is probably of ultimate Semitic origin, from which it descended through the Greek to the Latin, and is believed to have been introduced into the English by French scribes. It was formerly used interchangeably with *U*. (See U.)

As a Roman numeral the letter stands for 5, being the upper half of *X*, which is the Roman symbol for *10.*

vade mecum—A book or other thing that a person carries with him for constant use or reference; hence a manual or handbook. The term is sometimes used as a title for a manual.

vantage — The name formerly applied by printers to what is now called FAT or PHAT. See PHAT.

variorum — An abbreviation of the Latin words *cum notis variorum*, meaning *with notes of various persons*, and signifying, when printed on the title-page of a publication, a change, diversion or variation, as a *variorum* edition of Byron.

varnish — Thickened linseed oil, used to dilute printing ink, or as an ingredient in the manufacture of such ink.

varnishing machine — A machine, resembling a cylinder printing press in some respects, for applying a coating of varnish to printed sheets for the purpose of brightening and preserving the colors. The varnish is applied from a fountain and by rollers, as in printing, and the sheets are then conveyed on a canvas web into a drying oven. Gumming is done by this same machine, and by the same method.

vegetable parchment — See PARCHMENT PAPER.

vellum — A fine white parchment, usually made from calfskin, used for writing and printing purposes, and for binding books; also, a strong, natural or cream-colored paper made in imitation of genuine *vellum.*

vellum finish — A finish on paper in imitation of that of *vellum*, produced by plaiting.

vellum form — A frame covered with fine wirework, on which *vellum* paper is made.

vellum paper — See PARCHMENT PAPER.

velvet finish—A soft, smooth, velvety finish on paper, similar to that of *velvet.*

velvet paper — Paper coated with flock powder. Also called FLOCK PAPER.

verge—A triggerlike device in a Linotype machine, which permits the release of only one matrix from the magazine at a time. Called also a TRIGGER.

verge paper—A laid paper in which the lines of the watermark run obliquely.

verse—A short division of any literary composition, especially of poetic composition.

version—A translation of any work from one language into another, as the *Gothic version* of the Bible.

verso — The left-hand or reverse page of a book or folded sheet of paper; the back page; the reverso. The opposite of *recto.*

Victoria Press—A printing office established in London in 1859 for the purpose of giving women an opportunity of learning and practicing the printing business, and more especially composition.

vigesimo-quarto — See TWENTY-FOURMO.

vignette — 1. A halftone or other engraving whose lines gradually shade away into the surrounding ground or the unprinted portion of the paper. 2. A comparatively small decorative design or engraving, printed just before the title-page or at the beginning or end of a chapter in a book; also, formerly the decorative capital letter standing at the head of a page, and which spread its flourishes like the branches of a vine.

visiting card — A small card bearing the name, and sometimes the address, of a person, used for presentation when visiting or calling. Also called CALLING CARD.

visorum — A contrivance formerly used by compositors as a guide or copyholder.

Vitachrome—The trade name of one of the *tieless stencil* processes by which is reproduced any number of copies of a design upon cardboard, glass, metal, wood or any similar flat surface, by the application of live oil colors, by means of a brush, through a stencil which contains the design. See TIELESS STENCIL.

vocabulary—1. A collection of words, usually arranged in alphabetical order and defined; a dictionary; a lexicon; a wordbook. 2. The entire stock of words employed by a person, people, class, language, etc.

voltatype—An electrotype.

volume—A collection of printed sheets bound together under one cover, whether one work, a part of one work, or more than one work; a book; a tome.

vowel—A letter or character of the alphabet representing a vowel sound, as distinguished from a *consonant*. The vowel letters are *a*, *e*, *i*, *o*, *u*, and sometimes *w* and *y*.

W

W—The twenty-third letter of the English alphabet. The form of the letter dates back to the time when there was but slight differentiation between the letters *U* and *V*, and etymologically it is most closely related to those two letters. See U and V.

wad—See GRAPHITE.

wafer—A thin, adhesive, colored disc, used as a substitute for sealing wax in fastening envelopes, letters, etc.

wallet flap—A style of envelope flap in which the point is entirely lacking, being fashioned somewhat after the flap of a *wallet*. See GOTHIC FLAP and SECTOR FLAP.

warehouse—See STOCKROOM

warehouseman—See STOCKMAN.

wash—A term applied to an old custom in printing offices of expressing doubt or disbelief by a loud drumming at or near the case or press of the person telling an improbable story.

wash drawing—A drawing made in black and white or colors with transparent water colors only.

washer—A washing machine used in paper-making.

Washington press—A hand press invented by Samuel Rust, an American, in 1829. It was the last and the best of the hand printing presses, and is now quite extensively used in printing offices as a proof press.

Washington Text—The name of a style of type, it being a modification of Old English, the letters being rounded and graceful in form.

wash up—To wash and clean the ink from the rollers and ink-distributing surface of a printing press.

waste paper—1. In bookbinding, same as END PAPER, which see. 2. Paper spoiled and torn during the process of printing and binding; rubbish paper; trash paper. 3. See OVERSHEETS.

water color—Pigments used in painting and drawing in which water is the medium, or diluting agent. Water colors are either transparent or opaque, the latter being usually in paste form; a picture painted in water colors.

water color board — A heavy mat board with surface suitable for painting in water colors.

waterleaf — Handmade paper in its first stages of manufacture. It consists of pulp spread and evened by shaking in the hand mold, and pressed between felts.

watermark—A mark or design produced in some kinds of papers by pressure of the dandy roll in the wet paper during its progress through the paper-making machine.

wave rule—See RULE 1.

wax engraving—The wax process, or a printing plate produced by that process. See WAX PROCESS. Also called WAX ETCHING.

wax etching — See WAX ENGRAVING.

wax paper—Paper coated or saturated with wax or paraffin.

wax process — A method of producing an electrotype from a design drawn, impressed or photographed upon a metal plate coated with a thin film of wax, and by then cutting through the wax to the metal surface of the plate by means of sharp pointed tools, or a ruling machine, or both. It is used in making printing plates of intricate ruled work and lettering, tints, cross section mechanical views, maps, etc.; wax engraving; wax etching. See CEROTYPE.

way goose; wayz goose — A printers' annual holiday or entertainment, especially the annual dinner customary among printers in England, usually held on a Saturday in the month of July.

Wayside Roman—A popular modern Roman style of type, first used in Edinburgh, Scotland.

Webb — The name of an outline style of type, the companion of Foster for color printing.

web glazing — In paper-making, the process of glazing paper in a calender having alternate rolls of polished iron and highly compressed cloth or paper.

web perfecting rotary press —A press which prints, from curved stereotyped plates on a rotating cylinder, on paper fed from a roll or web, and on both sides of the paper at one time, and which, in addition, folds, pastes and counts the matter printed.

web press — A printing press using paper fed from a roll.

wedding bristol—The highest grade of bristol board or cardboard, made from rags. See BRISTOL BOARD.

weddings—A term applied to the cards, notes and envelopes used for *wedding invitations* or *announcements*.

wedge writing — Any writing in cuneiform characters, as those of arrowhead or wedge shape employed in the ancient inscriptions of Persia, Assyria, Babylon, and many other countries.

wetting paper — The process of dampening paper before printing, an operation that was formerly considered essential to the production of good work.

wetting machine—A machine for dampening paper.

w. f. — The abbreviation for *wrong font*, used on printers' proofs.

wheel — A cylinder on which the two girths of a hand press wind and unwind alternately as the carriage is run in and out. Also called GIRTH WHEEL and DRUM.

whipper—A machine used in paper-making for loosening the dirt and dust in rags before they go to the *duster*.

whipping — In bookbinding, the process of *overseaming* plates.

whip stitch—In bookbinding, an overhand and cross-lashed stitch on the edges of the leaves, which permits the book to open almost flat, a method used for books having many single leaves.

white — In printing, to make blank spaces in, as between lines.

white line—A line of quadrats, reglets, leads, etc.; a blank line.

white page — A page containing no printed matter; a blank page.

white paper—A term applied by pressmen to unprinted paper of any color, or to paper that has been printed on one side only when both sides are to be printed.

white paper register—An impression of a form taken without ink, or with another sheet placed between the form and the paper, intended for a mark in obtaining register of the form.

whites — Blank spaces in a printed picture or design, or the corresponding spaces in a printing plate.

whole binding — See FULL BINDING.

whole stuff — In paper-making, paper pulp thoroughly beaten and ready for use, as distinguished from *half stuff* or *half stock*.

wide leaded — Type matter having more than one lead between lines.

wide spacing—More than the ordinary spacing between the words of a line or the lines of a page.

wild formation—An irregular formation of the fibers in a sheet of paper, producing a mottled appearance.

Winchell — The name of a style of type, a Modern Roman, half Antique and half Bold.

window envelope — An envelope with an opening in its face through which the name and address of the addressee on the enclosure is exposed. Envelopes of this kind have different names and are made in different ways, some having merely the uncovered aperture, some having the opening covered with a piece of transparent paper, while in others the window part of the envelope is treated with chemicals so as to render it transparent.

wine press — See OLD WINE PRESS.

wipers — Clean rags used for washing and wiping the ink from the disc and rollers of a printing press.

wire—The wire web on which paper is formed on a paper-making machine.

wire side—The side of a sheet of paper which, in manufacture, rested on the *wire web*, as distinguished from the *felt side.*

wire stitch—See STITCH.

wire stitcher — A bookbinder's machine used for stitching books and pamphlets with wire.

wire story—A *news story* received by telegraph.

with the grain—Parallel to or with the direction in which the fibers run in a sheet of paper, as opposed to *against the grain.*

witness — A name sometimes applied to the uncut edges of books or magazines. These uncut edges are *proof* or *witness* that the book has not been sold or read, in case the dealer desires to return it to the publisher.

wonder mark—The character (?), or interrogation point; the question mark; the query mark.

wood — Wood in the form of blocks for printing or engraving; a woodcut.

wood block—A wooden block having a design cut in relief upon its upper surface, used for printing; a woodcut; also, a print made by this process.

Woodburytype—A process in which a gelatin relief, produced by photographic methods and hardened, is impressed on a plate of soft metal, thus producing an intaglio impression from which pictures may be directly printed; also, a print made by this process.

woodcut—An engraving made on a block of wood by the wood engraving process; also, a print from such an engraving.

woodcut drawing — A technique used by artists in imitation of prints made from wood cuts.

woodcut, first — The earliest print from a woodcut having an authentic date is one showing St. Christopher crossing a river with the Infant Jesus on his shoulders, dated 1423, preserved in the library of Lord Spencer at Althorp.

wood engraver, most famous—Albert Durer, the eminent German artist, who lived from 1471 to 1528, is regarded as the world's greatest wood engraver. He demonstrated that artistic expression was possible with engravings on wood, and introduced many great improvements into the art. One of his woodcuts, *The Gate of Triumph*, measured ten by nine feet, and was composed of ninety-two separate pieces.

wood engraving — 1. The art or process of cutting designs upon a block of wood, leaving the designs in relief for printing. Wood engraving is one of the oldest methods of making blocks for printing, its origin dating back to about 930 A. D., when the Chinese are said to have evolved the system of carving characters on wood and using the wood blocks as type. Before the advent of photo-engraving, wood engravings, or electrotypes made from them, were practically the only kinds of plates adapted to letterpress printing. Wood cuts are still extensively used for certain classes of work, being especially adapted to the illustrating of machinery, jewelry, tools, etc., where considerable small detail of the object is required. 2. A print from a wood engraving.

wood furniture — Furniture made of *wood.* See FURNITURE.

wood paper — Paper made from *wood pulp.*

wood pulp — Pulp made from wood and used extensively in making paper. Ground wood pulp is prepared by mechanical means, and is used only for very cheap paper, usually as an admixture; soda, sulphite and sulphate pulps are produced chemically, and are used in making cheap bonds, flats, etc.

wood type — Type made of *wood,* in sizes of 24-point and larger, used for display work, show printing, etc.

word — In printing, the character, or combination of characters, which represents in printing or writing a spoken word of any language.

wordbook—A book containing a collection of words, usually alphabetically arranged and defined; a dictionary; a vocabulary; a lexicon.

work—1. A word frequently used, either in the singular or plural, to signify a literary production or a book, as, the *works* of Shakespeare; he published a valuable reference *work*, and the like. 2. In commercial printing, a word frequently used with the same significance as *job*, as a piece of *work*, the *work* for the state, etc. See JOB.

work and turn—To print a sheet with the same form on both sides, as distinguished from printing it *sheetwise*.

worked; worked off—A term used by printers to signify that a piece of work has been printed or completed.

working in pocket — An old time printing office term, signifying that the workmen were sharing equally in their earnings on a job of printing.

work ticket—See JOB TICKET.

wove paper—Paper having a perfectly even texture, not having been put through calendering rolls in manufacture; also, a paper having a woven appearance on both sides, as distinguished from *laid paper*.

wrapper—A detachable paper cover put on a book to protect its binding; a paper covering for anything; an envelope.

wrapping paper — Coarse, heavy, strong paper, made from old magazines, burlap, ground wood, or the like, and used for wrapping purposes.

wrinkle—In bookbinding, the uneven surfaces in a volume, caused by improper pressing, by dampness, or by improper backing.

writing — 1. Any written or printed literary production; a pamphlet, novel or book, as the *writings* of Hawthorne. 2. The process or art of forming letters, characters, words, etc., on paper, wood, stone, metal or other flat surface; handwriting; chirogrophy.

writing paper—Paper finished with a smooth surface, and sized, intended for writing upon with ink.

writings — Hard sized papers of a good quality, suitable for writing purposes.

wrong font—A term designating a letter or letters of one series improperly mixed with those of another; usually indicated on a proof by the abbreviation *w. f.*

X—The twenty-fourth letter of the English alphabet. The form and value of the letter are derived from the Greek through the Latin. As a Roman numeral the letter stands for 10.

x-ray photography—The art or process of making photographs with x-rays. Called also RADIOGRAPHY.

xylograph — An engraving made on wood, or a print made from such an engraving. See XYLOGRAPHY.

xylography — 1. The art or process of engraving on wood, or of taking impressions from wood engravings. 2. The art of taking printed impressions from the natural grain of wood. 3. The process of printing upon wood in colors for purposes of house decoration.

Y

Y—The twenty-fifth letter of the English alphabet. The letter comes through the Latin from the Greek and Phoenician. As a medieval Roman numeral it stands for 150.

yankee folio statement — A standard size of statement, 3⅔x8½.

Yankee job case—A style of type case in which the upper and lower cases of the old style news cases are combined into one case, with the lower case below or in front of the caps. See CASE 1.

yankee royal statement — A standard size of statement, 4x9½.

yankee statement — A standard size of statement, 5⅜x8½.

yapp binding — A style of bookbinding named after a man named Yapp, for whom a London publisher bound bibles in this style in about 1850. Called DIVINITY CIRCUIT BINDING in this country.

yearbook—A book published yearly, being an annual report or summary of happenings, statistics, etc., especially such a book issued by the students of a school or college.

Z—The twenty-sixth and last letter of the English alphabet. The letter is of probable Egyptian origin, and came through Semitic sources into the Greek and Latin, and from there into the English. As a medieval Roman numeral the letter stands for 2000.

zinc color plate—A zinc plate used in the process of printing a design in two or more colors in which each color stands out distinctly separate from the others, as distinguished from a plate used in regular process color work, which involves the printing of one color directly on top of another, and in which two or more colors blend to produce still other colors.

zinc etching—See ETCHING 1.

zinc halftone—See HALFTONE 1.

zincograph—A zinc plate prepared for printing by zincography, or an impression from such a plate; called also ZINCOTYPE.

zincography—1. The process of putting designs of any kind in the form of a printing surface on zinc plates, and of producing impressions therefrom; also, sometimes, a method of making a relief plate for printing, by etching away parts of the zinc. 2. Any process which is the same in principle as the form of lithography in which a zinc plate is used instead of stone. See LITHOGRAPHY.

zincotype—See ZINCOGRAPH.

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